

STANDARD INSTALLATION  
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR  
Wuerzburg, Kitzingen, Giebelstadt SITES  
Germany

Information Date  
August 16, 2002

Visit the SITES Web Site at  
<http://www.dmdc.osd.mil/sites>

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# Installation

## Installation Overview

For more information on this subject:

1st Infantry Division

<http://www.1id.army.mil>

### History

The 98th Area Support Group was first formed under the US Army Community Command Plan. The 98th ASG was activated as a provisional ASG on June 7, 1991 by combining the military communities of Aschaffenburg, Schweinfurt, and Greater Wuerzburg. USAREUR officially activated the 98th ASG on October 16, 1991, and assigned to V Corps. The 98th ASG subordinate military communities became the 280th Base Support Battalion (Schweinfurt), the 417th Base Support Battalion (Wuerzburg) and the Aschaffenburg Base Support Battalion (Provisional) which deactivated on October 30, 1992. The 417th BSB was Europe's largest BSB and consisted of four Area Support Teams in Wuerzburg, Kitzingen, Giebelstadt, and Wertheim. The 98th ASG has provided life support and quality of life programs to a population of soldiers, DA civilians, and their families that ranged from over 56,000 in June 1991, to nearly 46,000 on October 1993. The 98th ASG supported the redeployment and family support efforts of nearly three brigades equivalent tenant units that participated in Operational Desert Storm. The 98th ASG again provided similar support to Operations Provide Comfort and Provide Promise. The 98th ASG is also the Secretary of Defense's action agent for the US Army Humanitarian Assistance Program that supports nations in the Middle East, Eastern Europe, and Africa.

Leighton Barracks is centrally located in Germany, approximately 70 miles southeast of Frankfurt near the city of Wuerzburg. During World War II, the German Air Force built a small air base here. The facility is now called Leighton Barracks after CPT John A. Leighton, Commanding Officer, Company G, 10th Armored Infantry Battalion, 4th Armored Division, who was killed in action July 18, 1944. American troops occupied the airfield on Easter, 1945. Leighton Barracks now serves as headquarters for the 1st Infantry Division, along with subordinate military intelligence, signal, and maintenance units.

Mission..... : To support the 1st Infantry Division's (1st ID) main units during both training and combat. The 1st ID is charged with maintaining the forward edge of freedom in Western Europe.

### History

Since 1917, the 1st Infantry Division has been living and serving its motto: "No Mission Too Difficult, No Sacrifice Too Great, Duty First."

The division was the first to go overseas in World War I, the first in combat against the Germans, and the first division to enter Germany. The story began in June 1917 when General John J. "Black Jack" Pershing arrived in France with the First American Expeditionary Force. After a name change to the 1st Division, the "Fighting First" led the way for American troops in World War I. Names like Cantigny, Soissons, St. Mihiel, and the Argonne forest tell stories of the gallantry of the soldiers of the 1st Division, now wearing the famous "Big Red One" patch on their left shoulder.

As the war clouds of World War II rolled closer to the United States, the division, now known as the 1st Infantry Division, assembled and launched a training program to prepare for what lay ahead. Again, it was the 1st Infantry Division that pointed the way -- the first to reach England, the first to hit the Germans in North Africa and Sicily, the first on the bloody beaches of Normandy on D-Day, and the first to capture a major German City (Aachen).

The D-Day landings on June 6, 1944 provided the supreme test for the soldiers of the Big Red One. Fighting for every inch of ground, in five days the division had driven inland and cleared a beachhead, making room for the vast armada of supplies and troops to move over the dearly-won beaches. Driving eastward across France against fanatical Nazi troops, the soldiers of the 1st Infantry amassed a total of nearly six months in continuous battle with the enemy.

Fighting street by street, the division captured the ancient German city of Aachen, making a big crack in the morale of the German people, who had been assured by Hitler that sacred German soil would never be invaded. Although there was serious and deadly fighting still ahead, with names like the Hurtgen Forest and the Battle of Bulge, Aachen was the gateway to Germany. When the war ended, the Big Red One had rolled through Germany into Czechoslovakia.

The 1st Infantry Division remained in Germany until 1955, first as occupation troops in a conquered country, then as partners with the new West Germany in NATO, the North Atlantic Treaty Organization. In

1955, the Big Red One departed West Germany for Fort Riley, Kansas.

Fort Riley remained the home of the Big Red One until, once again war clouds covered the Nation. This time it was Vietnam. In the summer of 1965, the 1st Infantry Division, continuing tradition, was once again the first division to go to Vietnam. For nearly five years, Big Red One soldiers battled the enemy; at the same time, the division was also carrying out a program to aid the people of South Vietnam, helping them to help themselves.

In April 1970, the colors of the 1st Infantry Division returned to Fort Riley. But not truly home again. The Big Red One became a dual-based division with its 3rd Brigade stationed once again with NATO in West Germany. Another first was credited to the division when it embarked on the first of a long series of REFORGER (Return of Forces to Germany) exercises. These exercises served to demonstrate the United States determination and capability to defend, along with our NATO allies, Western Europe.

On November 8, 1990, the 1st Infantry Division was placed on alert and over the next two months deployed more than 12,000 soldiers and 7,000 pieces of equipment to Saudi Arabia in support of Operation Desert Shield/Storm. The Big Red One led the allied coalition charge into Iraq, breaching the enemy's defenses. By February 27th, after spear-heading the armored attack into Iraq, the division had broken enemy defenses along the Kuwait border and cutoff the path of retreat for the fleeing Iraq Army.

During the 100 hour ground war, the division raced across southern Iraq into Kuwait, engaging and destroying all or parts of 11 enemy divisions, including elements of the Republican Guard. By the end of the war, the division had fought its way through 260 kilometers of enemy-held territory, and destroyed more than 550 enemy tanks and 480 armored personnel carriers. In addition, the division captured more than 11,000 enemy prisoners of war, twice as many as any other unit.

The Big Red One, providing a visible, overwhelming show of force, was host on March 3, 1991, to the historic negotiations between representatives of the allied coalition and the defeated Iraqi Army.

In April 1996, the colors of the 1st Infantry Division moved from Fort Riley, Kansas to the German city of Wuerzburg. On arrival, the Big Red One began training, as part of NATO, on the plains of Bavaria,

ready to meet any challenge the nation or NATO may call upon it to accept.

From November of 1996, the Big Red One has been part of the military aspect of the General Framework Agreement for Peace, supporting the Dayton Peace Accord through the transition from IFOR to SFOR, utilizing National Guard and Reserve soldiers, members of the Navy, Air Force, and Marines along with soldiers from 12 nations in the area known as Multi-National Division North. The 1st Infantry continues to support the mission in the Balkans while also providing units to Macedonia.

Today, soldiers of the Big Red One continue to train in tough, realistic conditions -- always prepared to answer their nations call.

### Kitzingen

History - Larson Barracks served as a camp for displaced persons from 1945 to 1947. From 1947 to 1952, Larson was used as a collection point for German Army trucks to be overhauled and made ready for sale. In May 1962, Larson Barracks was named in honor of Captain Stanley L. Larson, Company C, 10th Engineer Battalion, who was killed while clearing a minefield Anzio Beachhead on 23 May 1944. He was posthumously awarded the distinguish service cross.

Kitzingen is headquarters for the 417th Base Support Battalion, one of the largest BSBs in U.S. Army Europe. Harvey and Larson Barracks are the two U.S. military kasernes in Kitzingen. Soldiers' barracks are located on Harvey and Larson barracks, while family housing is available nearby in Marshall Heights or on the local economy. Many support and service agencies are located in Kitzingen including a post exchange, bookstore and shoppette on both Harvey and Larson barracks. A commissary and medical and dental clinics are conveniently located on Harvey Barracks. Kitzingen American Elementary School, centrally located in Marshall Heights, serves children in grades K-4 who live in or around the Kitzingen community. Fifth through eighth graders from Kitzingen attend Wuerzburg American Middle School, and ninth through 12th graders go to Wuerzburg American High School. Kitzingen has education centers on Harvey and Larson Barracks. Both centers offer degree programs ranging from the associate to graduate level from institutions such as the University of Maryland, Central Texas College and the City Colleges of Chicago. The Larson Education Center also boasts PLATO 2000, a computer-based, self-development

education system. The Army Career and Alumni Program, on Larson Barracks, offers a full range of services for U.S. military personnel, civilians and family members. ACAP can help prepare resumes, seek out potential stateside and local employers, explain veteran's benefits and much more. The Woodland Inn offers a variety of activities. In addition to billiards and a television room, the club also has two bars, a large formal dining room and ballroom and a guest house for incoming and outgoing soldiers and families.

The Rod & Gun Club, which is consolidated with the Woodland Inn, is a sportsman's paradise. The facility offers a shooting range, skeet range, organized hunts and paintball. Better Opportunities for Single Soldiers, or BOSS, addresses single soldier concerns and offers many travel and recreational activities. To get involved with BOSS, call 355-8373 or (09321) 3058373. Harvey Outdoor Recreation Center provides all the right ingredients for any outdoor adventure. Community members can rent bicycles, ski gear and camping equipment, plus take advantage of services such as bicycle repair and exciting travel opportunities. Also among Kitzingen's facilities are a community club, two physical fitness centers, a swimming pool, movie theater, auto craft shop, ceramics craft shop, recreation center, library and teen center. Kitzingen's tourist attractions include the leaning tower, carnival, museum, St. John's Church, the Old Main Bridge and the marketplace.

**History** - Harvey Barracks was built in 1917 and served as a training school for pilots during World War I (WWI). After WWI, the land was returned to the farmers. In 1933, the area was used as an airfield. Additional barracks and a hanger were built, which served as a training school. The training school originally trained civilian personnel for the "Luftwaffe" (German Air Force). Pilots from the famous dive bomber squadrons and pursuit planes were also trained in Kitzingen. Towards the end of World War II (WWII), a few jets were stationed at Harvey Barracks and hidden in the forest. At the end of 1945, U.S. Army units took over Harvey Barracks and from 1947-1949 it was called the Kitzingen Training Center. On 2 April 1951, Harvey Barracks regained its name in honor of Captain James R. Harvey, Company E, 359th Infantry, who was killed during the invasion of Normandy, France. For his actions of extraordinary heroism, he was awarded the distinguished service cross posthumously.

Giebelstadt

US Army forces captured Giebelstadt Airfield in April 1945. Among the aircraft that flew from there during this time were the U-2 spy planes from 1956-1958. Giebelstadt became a part of the 417th Base Support Battalion in June 1991. Today, Giebelstadt is home to Aviation, Air Defense Artillery, and Weather Units.

Giebelstadt is located approximately 10 miles South of Wuerzburg and Leighton Barracks. The Climate is cool and wet during most of the year. Short and mild summers. Giebelstadt, surrounded by sugar beet farms and located about 10 miles south of Wuerzburg, is a charming post with a small community atmosphere. Giebelstadt has single soldier barracks and off-post family housing. Many families live in surrounding German towns or in post housing in the nearby Wuerzburg military community. Many support and service facilities are located on Giebelstadt Army Airfield. These include a commissary, AAFES facility, a food mall, bank, child care center, chapel, health and dental clinic, library annex, auto craft shop and education center. For leisure and recreation there's a gym, a community club, outdoor pool, bowling center, tennis courts and a movie theater. Children in grades K-5 attend Wuerzburg American Elementary School. Sixth through eighth graders go to Wuerzburg American Middle School. Wuerzburg American High School serves Giebelstadt's ninth through 12th graders. Points of interest near the Giebelstadt community include the Florian Geyer Castle ruins, the Frierenhauer Castle and the von Zobel Castle where a Baron still lives.

There are three castles located in Giebelstadt village, Florian Geyer, Frierenhauer Castle, and von Zoebel Castle.

<b>Name:</b> 98th ASG
<b>WWW Link:</b> <a href="http://www.98asg.wuerzburg.army.mil">http://www.98asg.wuerzburg.army.mil</a>

<b>Name:</b> Army Community Service
<b>Address:</b> 417th Base Support Battalion Unit 26622
<b>City:</b> APO 09244
<b>Phone:</b> CIV 0931-889-7103
<b>FAX:</b> CIV 0931-889-6587
<b>DSN Phone:</b> DSN 350-7103
<b>E-Mail:</b> 417sites@xs1.mwr.army.mil

## Must Know Items

Personnel arriving at the Air Mobility Command (AMC) terminal in Frankfurt Germany will be greeted by a representative of the 64th Replacement Company. Directions and instructions will be given for luggage claim and the processing area. Personnel with the rank of Major and below are required to ride the sponsorship bus to their duty assignment.

In-processing in Germany may take up to one month due to the draw down and combining of facilities. Personnel will be required to attend the Inprocessing Training Center (ITC), which is a two week orientation program of community resources, German culture, and language.

If you are just arriving to Germany and have an Exceptional Family Member, make sure you hand carry the following items: Full bottle of medication, all medical records, all school records, and a copy of your EFMP paperwork. \*\*\* It is important that you call the Exceptional Family Member Program Manager before going to Housing to sign for quarters. EFMP is located at ACS, Leighton Barracks, Bldg. 14, 350-7103 or civ: 0931-889-7103

Child care availability in USAREUR varies from one installation to the next. Some communities have significant child care waiting lists. Soldiers and DoD civilians who are on pinpoint orders to USAREUR may contact the Child and Youth Services (CYS) Central Enrollment Registration Office (CER) at their gaining installation to register their child(ren) on the child care waiting list 60-90 days prior to their arrival. To sign up, parents should fax a copy of their orders to the gaining CER office.

Please refer to the Child and Teen Services section of this file for phone numbers for the CER. The family's date of arrival at the gaining installation becomes the sign-up date and will determine placement on the waiting list. Please call your local CER office for more information.

### Guest Housing

Wuerzburg American Guest House, Leighton Barracks, Bldg 2 Phone: DSN 350-1700, CIV 0931-889-1700

Comments: Contact the guest house for pet policy conditions. Pet Information: Pets can be placed in the Wuerzburg Tierheim, which is a private boarding home for pets. For reservations call 0931-84324. In Kitzingen, call 09321-5063.

## Dangerous Dogs/Registration

The following dog breeds, including any mix which includes any portion of the following breeds, are ILLEGAL to place/board/live in Bavaria:

Pit Bull, Staffordshire Bullterrier, Bandog, Tosa-Ina, American Staffordshire Bullterrier

The burden of proof concerning the breed is on the owner. These dogs must be registered immediately upon arrival in Germany. While there is no cost for registering these dogs, the owner will be told at the German Office for Safety and Environment, that the dog will have to be taken to a German Veterinarian to be TEMPERAMENT TESTED. There is a cost for this testing. A dog must be at least three months old in order to be temperament tested.

Dogs are registered at the Offentliche Ordnung und Umweltfragen (Office for Safety and Environment). The granting of a permit may be combined with certain requirements such as keeping the dog on a leash and/or use of a muzzle or keeping the animal locked up. Please remember that this is a German office and there may not be anyone there who speaks English.

The following dogs are assumed to be aggressive or dangerous and absolutely illegal. They should not be brought to Bavaria, since they will be impounded and killed.

Bullmastif, Bullterrier, Dog Argentino Fila Brasileiro, Dogue de Bordeaux, Mastiff, Mastino, Napoletano, Rhodesian Ridgeback, Mastin Espanol

Again, the burden of proof is on the owner.

If you have any questions please contact you local Military or Civilian Veterinarian.

## The Euro

On January 1, 2002, the Euro became the official currency of 12 member states of the European Union ( Italy, Germany, France, Spain, the Netherlands, Belgium, Austria, Portugal, Finland, Ireland, Luxembourg, and Greece). The Euro is the sole legal currency of these states, and their national currencies will become temporary denominations of the Euro.

The new currency was distributed on the 1st of the new year, 2002. It consists of seven bills: 5, 10, 20, 50, 100, 200, and 500 Euro. In addition there are



eight new coins: 1, 2, 5, 10, 20, 50 Cent and 1 and 2 Euro (1 Euro equals 100 cents). On January 1, 2002, all bank accounts, salaries, invoices, etc. were converted by law to the Euro. The old national bank notes and coins were withdrawn from circulation on July 1, 2002 at the latest. Euro bills are also available at teller machines. You may be wondering, what are the benefits of the monetary union? Some benefits are: elimination of the cost and risk of foreign exchange between the participating states, transparency of pricing, greater competition with regards to sales and purchasing, standardization of accounting and other systems. In the long term, the Euro may well constitute the most important reserve currency in the world, exceeding the role of the U.S. dollar. The Euro will eliminate much of the risk of foreign exchange and lead to substantial in flow of funds in the Euro Zone capitals.

#### Electric Current

German electrical current is 220 volt, 50 cycles. This is different than the 110 volt, 60 cycle current in the United States. You can run some 110 volt appliances through transformers that reduce the voltage. Note however, that this may reduce the service life of the item. Transformers also do not adjust the cycles, so appliances that rely on 60 cycle current will not run properly. Some examples of this are clocks and microwave ovens. PLEASE NOTE that AAFES also sells plug adaptors and that these adaptors ARE NOT TRANSFORMERS.

Transformers come in a variety of sizes depending on their wattage rating. You need to be aware of the power draw (wattage) of your appliances and use the appropriate transformer to preclude blowing fuses or creating a fire hazard. Transformers that are plugged into a circuit will always draw some current regardless if there is an appliance plugged in or not. Transformers can be purchased in Germany at your local thrift shop, PX, or from individuals leaving to go back to the U.S.

#### Auto Supplies

Bring small replacement parts, or have a source address, especially if your car is an American model or an unusual foreign make. AAFES and local dealers stock a variety of car parts, but there is usually a waiting period.

#### Telephones & Calling Cards

Calling to the United States from Germany can be very expensive. Telephone bills are one of the

largest re-occurring costs soldiers encounter in Germany. ACS provides an extensive briefing on phone service and options as part of the ITC orientation -- family members are encouraged to attend this. Some cautions: 1. U.S. cordless phones are illegal for use in Germany due to different telecommunication frequency allocations by the respective governments. 2. German contracts (cell phones and beepers), generally, are for two years and have automatic renewal provisions unless the user notifies the company of cancellation, IN WRITING, during a specific time period.

#### Catalogs

Don't leave home without your mail order catalogs! Ship them to Germany in your Household Goods, especially if you need extra large, tall or petite clothes. Also send your favorite office/computer catalog, craft source catalog, gourmet foods and any other catalogs you may need.

#### Clothing

The supply of clothing at the PX is usually limited in quantity, size and colors, and when supplies are there they are quickly depleted. Therefore, if you can anticipate any need, buy it at home and ship to Germany.

#### Lamps

Bring your lamps, most German apartments and houses do not have ceiling lights. You can use a small plug adapter which allows you to plug your lamp into German wall sockets. Remember to use 220 volt lightbulbs!

#### Utilities

If you choose to live in a German house or apartment, you will have to pay utilities (like electricity, water and phone). You may also be required to put down a deposit on your phone, water and electric services. There are several ways in which you can pay these bills, either with a standing order from your bank account or at the local German post office, keeping in mind that you pay an extra DM6 - DM10 charge for each bill.

#### Child Car Seats

Children age twelve (12) and under, and children shorter than 4'11", are required to sit in a car safety or booster seat when riding in an automobile in Germany.

## Budget & Debts

Dual income families should review budgets and plan for the loss of the second income if the spouse relocates to Germany with the sponsor. Credit card debts should be reduced as much as possible -- remember, mail delays are common. Arrange to pay ahead and pay more than the minimum due to prevent late fees and additional interest charges from occurring. ACS offers excellent classes on credit, budget management, as well as 1:1 financial counseling. It is recommended that all first-time-in-Europe families attend/receive this service.

## SCHOOLS-

The Elementary, Middle, and High schools 2002/2003 school year begins August 26, 2002.

First Quarter ends October 31, 2002; First Semester (Second Quarter) ends January 23, 2003; Third Quarter ends April 3, 2003; Second Semester (Fourth Quarter) ends June 12, 2003. The above dates are effective at the Elementary, Middle, and High School.

Area schools Christmas Vacation runs from December 23, 2002 - January 5, 2003. Area schools Spring Break runs from April 7, 2003 - April 13, 2003.

## GRADUATION REQUIREMENTS

For students graduating in 2002 and beyond, the minimum requirement for graduation is 24 credits. 19.5 credits are required as outlined below. The remaining may be selected from elective courses.

2002+

Aesthetics..... 1 credit  
Career Education..... 1 credit  
Computers..... 1 credit  
Language Arts..... 4 credits  
Mathematics..... 3 credits  
(3 credits in Math OR Science and 2 in other)  
Science..... 3 credits  
Physical Education..... 1 credit  
Health..... 1/2 credit  
Social Studies..... 3 credits to include 1 credit  
in US History and 1/2 credit in American  
Government, no change  
Foreign Language..... 2 credits  
Service Learning..... 80 hours (20/yr)  
Courses Meeting AESTHETICS requirement:  
Drama, Humanities, All Art courses, All Music  
courses, Home Economics

Courses Meeting CAREER EDUCATION requirement:

Any courses listed under Business, Any courses listed under Vocational, Career Education or Career Work Experience (CWE), Graphics, JROTC.

Registration requirements for Elementary, Middle, and High School students:

- \* Students Social Security Number.
- \* Sponsor's orders assigning the sponsor to Germany and to the area.
- \* Dependent travel orders for student if concurrent travel was not available.
- \* Current immunization/shot records for the student.
- \* Sponsor's ID card.
- \* Registration packet provided by the school.
- \* Any academic records you may have for the student, including his/her latest report card.

## Special Education:

Programs available include services for various types of impairment to include learning, emotional, communication, and services for children with disabilities. Medically related support services are also provided via the USAMEDDAC 67th Combat Support Hospital Educational and Developmental Intervention Services (EDIS) Program.

Preschool for children with Disabilities: Ages 3-5

Programs are available in the following schools: Wuerzburg Elementary and Kitzingen Elementary

## Eligibility:

Significant developmental delays are identified through a multi-disciplinary assessment in one or more of the following developmental areas:

1. Physical Development
2. Communication Development
3. Cognitive Development
4. Social/Emotional Development
5. Adaptive/Self-Help Development

Contact the Case Study Committee Chairperson at the school in your community. Bring any supporting information, i.e., Individual Education Program (IEP), Individual Family Service Plan (IFSP), assessments.

Learning Impaired for Mild to Moderate: Ages 5-21

\*Programs for Learning Impaired, Mild to Moderate, are available in all Wuerzburg District Schools.

Learning Impaired for Moderate to Severe: Ages 5-21  
 \*Programs for Learning Impaired, Moderate to Severe, are available in the following schools:

Wuerzburg Elementary School  
 Wuerzburg Middle School  
 Wuerzburg High School

Related Services:

\*Students on an IEP may receive speech and/or language therapy counseling services, Occupational Therapy, Physical Therapy, Social Work Services, or Clinical Psychologist as a related service.

Family Child Care Services offers extended day care through fully certified Family Child Care Providers. They can be reached at 355-2817 or 09321-702817/830.

### Must Know Items

<b>--Installation--</b>	
Site Name	Wuerzburg, Kitzingen, Giebelstadt SITES
Last Updated	August 16, 2002
Country	Germany
County	
ZIP Code	09244
Service	USA
Host Command	USAREUR
Physical Size	0
<b>--Phones--</b>	
DSN Country Code	314-
DSN Number	350-7103
Commercial Country Code	011-49-
Commercial Area Code	931-
Commercial Number	889-7103
FAX DSN Country Code	314-
FAX DSN Number	350-6587
FAX Commercial Country Code	011-49-
FAX Commercial Area Code	931-
FAX Commercial Number	889-6587
<b>--Official Mailing Address--</b>	
Street Line 1	417th Base Support Battalion
Street Line 2	Unit 26622
City	
Overseas P.O.	APO AE
ZIP Code	09244
<b>--Deliverable Address--</b>	
Street Line 1	
Street Line 2	
City	
State/Territory	
ZIP Code	
E-Mail	417sites@xs1.mwr.army.mil

### Geographically Separated or Satellite Locations

Leighton Barracks does not currently have a satellite location.

### Nearby Installations (Listed Separately in SITES)

<i>State/Country</i>	<i>Site Name</i>	<i>Service</i>	<i>Distance</i>
Germany	Bamberg	USA	99 Km
Germany	Schweinfurt	USA	35 Km

## Regulations

NEWS! NEWS! NEWS!

New Rules for Driving in Germany!!

The rules for registering and driving private vehicles in Germany were updated on January 28, 2002!

There are six main changes affecting U.S. privately owned vehicle (POV) owners and drivers:

1. When a POV being transferred is 10 or more model years old, the POV must pass a safety inspection within the 30 days immediately before the date of transfer. A vehicle that is about 10 years old is 10 model years old when the model year ends in the same digit as the year of transfer.
2. The owner of a newly registered POV must properly attach license plates, including temporary plates, before leaving the military installation. Fixing them on with wire or just putting them in the windshield is not sufficient.
3. The owner of a newly registered POV must affix the verification decal directly to the windshield, not to plastic placed in the window. The decal's purpose is to deter the theft of license plates for use on other vehicles. For this reason, decals may not be affixed on plastic so that they can be removed from the windshield later. A verification decal comes with each license plate set and has the same number as the plates. If properly affixed, the decal will come apart when someone tries to remove it from the windshield.
4. Failing to submit to drug or alcohol tests or failing to complete the tests are grounds for license revocation. Licensees who refuse to submit to chemical testing will be informed that failure to submit to or complete tests administered by U.S. Forces or German civilian authorities will result in revocation of their U.S. Forces Certificate of License.
5. Operating a POV while wearing dual headphones or manually using a cellular telephone is now a 2 point violation. Using a single earplug for a mobile phone is not a violation.

6. Drivers 65 years old or older must provide written proof of passing an eye examination with an optometrist or an eye vision professional to renew or obtain a U.S. Forces Certificate of License.

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The USAREUR Child Supervision policy is based on a child's grade in school, not the child's age. Children in the 5th grade and below require adult supervision at all times with the exception (Table 1 in the memorandum), "May be left outside unattended if in a playground or yard with immediate access (sight or hearing distance) to adult supervision (in memorandum, adult supervision is defined as "someone who has or assumes responsibility for the child (for example, parent, guardian, care provider, friend)". Kindergarteners may not walk to or from school or other supervised activities alone; 1st through 5th graders may walk to and from school and other supervised activities alone. Incidents of unsupervised should be reported to the installation Family Advocacy Program (FAP) report point of contact (RPOC), who will ensure that incidents are investigated. The FAP RPOC will forward cases of unsupervised children to the base support battalion commander or the area support group commander in the operational area support group for resolution if appropriate. Children in the 6th grade and above may be left alone and may babysit siblings if they have ready access to adult supervision. Children in the seventh grade and above may babysit children other than siblings.

**Traffic:** Traffic in Germany is typical of any congested locale; however, driving in Europe requires the operator to be aware of different regulations, customs, and rights-of-way. In the United States, you are accustomed to fitting into tight parking spots, sometimes a gentle bumper contact may occur with the car to the front or rear. Such shoe-horning is not permitted in Germany, the rule is "no contact!" You will also have to accustom yourself to higher speeds on freeways, known here as autobahns. Unless marked, these autobahns have no speed limits and traffic moves at sharply varying speeds. The rule is to drive in the right lane and use

the left only for passing -- remember, check behind before moving into the right lane as that car coming up from behind may be traveling well in excess of 100 miles per hour. Flashing headlights or using the turn signal in order to induce traffic in front to move over is illegal. You may initially find the German driving style to be aggressive and intimidating. Observe the defensive driving techniques that you learned in the States and you can help make the European roadways safer for yourself and other drivers as well.

Vehicle Operators -- in Germany: You must have a valid stateside or German drivers license in order to obtain a USAREUR certificate of license. Additionally, all new personnel and family members who drive must attend a mandatory drivers orientation before obtaining a USAREUR certificate of license. In order to operate a USAREUR-plated vehicle, you must have a USAREUR certificate of license. USAREUR-assigned personnel may not drive a USAREUR-plated vehicle solely with an International or German Driver's License.

Snow & Ice Removal -- During Winter months, drivers who fail to remove snow and ice from their vehicle (windows, roof, trunk, etc.) are subject, under German traffic laws, to being ticketed and fined.

Be aware that German police are authorized to impose fines and receive payment for minor traffic violations. If the vehicle operator cannot pay, then a ticket will be issued that requires payment either through the mail or at a local German bank. Delay in paying tickets will result in an increase in the fine charged. Insurance -- Automobile insurance is considerably more expensive than in the United States. Budgets should be reviewed to incorporate this cost.

Vehicle Checks: All vehicles are subject to a safety inspection at any time. It is the responsibility of the owner/operator to ensure the safety of his/her vehicle. You must have both a warning triangle and a first-aid kit in your vehicle at all times. Due to a new German law, the first aid kit must now also contain a foil blanket and two pairs of latex/medical gloves. Some other restrictions that may prevent your vehicle from passing inspections:

1. Wheels may not protrude outside the body.
2. Bumpers are required front and rear.
3. License plates attached incorrectly.
4. No additional lighting and tinting of lights (except fog and driving lights).
5. All exterior lights must be operational.

Accidents: Traffic accidents that occur on-post are investigated by the Military Police; accidents that occur off-post are investigated by the German Police. If involved, **YOU MUST REMAIN AT THE SCENE OF AN ACCIDENT**. Do not leave the scene of any accident until directed to do so by appropriate authorities. Failure to do this may result in criminal charges and the loss of your license. Contact the nearest military police or use emergency phones that are located along most German roadways to contact local authorities, medical or ambulance services. All motorists are required to place their warning triangle about 150 feet behind their vehicle following an accident or breakdown. Germany also has "good Samaritan" laws that require the rendering of First-Aid to accident victims. We recommend all family members participate in Red Cross First-Aid and CPR classes.

Automobile Clubs: There are automobile clubs in Germany that are similar to AAA and other clubs in the United States. These clubs offer a variety of services to assist you in the event of an accident or other emergency while traveling. Services may also include trip planning and maps. In Germany, ADAC is one of these type of organizations. Be aware though that programs vary, in some cases only one family member may be covered (the one who signed up), or coverage may be limited within Germany. Make sure you read the materials offered and, if in doubt, see your local Legal Assistance Office.

Criminal Offenses: In Germany, active duty military are generally released to military authorities for justice under the Uniform Code of Military Justice (UMCJ); however, be aware that jurisdiction in some cases may be retained by German authorities. Civilians are under the jurisdiction of the local German authorities. Again, they may or may not, at their discretion, relinquish custody/jurisdiction to the local military Commander for action under the provisions of the Civilian Misconduct Action Authority (CMAA).

Civil offenses: Recent changes to the Status of Forces Act (SOFA) now allow German authorities to serve process directly on individuals in cases such as divorce, landlord/tenant disputes, etc., without going through the judge advocate of the force. Also, German courts will be able to incarcerate personnel for contempt of court in civil cases for such things as failure to appear in court when properly summoned.

Crime: Crime exists in Germany as in other countries. There are things you can do to protect yourself and your belongings. Be alert and aware of

**Restricted Areas:** There are restricted areas in Germany. Contact the local Provost Marshall's Office for specific information.

10

CHILDREN ARE NOT PERMITTED IN THE CLASSROOM!!!!!!

**Name:** ID Cards

**Address:** Larson Barracks, Building 61

**City:** Kitzingen

**Phone:** 09321-702-492/401

**DSN Phone:** 355-2492/2401

**Comments:**

The 38th Personnel Service Battalion (PSB) can provide assistance with U.S. ID Cards for service members, family members, and civilian employees.

**Name:** Passports

**Address:** Larson Barracks, Bldg. 61

**City:** Kitzingen

**Phone:** 09321-702-376

**DSN Phone:** 355-2376

**Comments:**

The 38th Personnel Service Battalion (PSB) can provide assistance with passport applications, birth registration/certification, Report of Birth Abroad, SOFA Letter/Stamp, and information on visas and naturalization.

**Name:** Vehicle Inspection

**Address:** Leighton Barracks, Building 53

Harvey Barracks, Bldg. 134 Kitzingen

**Comments:**

Leighton:

Hours: M-Th 0720-1200, 1300-1515 & F 0720-1200, 1230-1415

Phone: CIV 0931-889-7291 DSN 350-7291

Harvey:

Hours: Hours: M-F 0730-1300, 1330-1530

Phone: CIV 09321305-8692 DSN 355-8692

To have a vehicle registered you must provide the vehicle's registration, a valid ID card, and application for transfer/renewal.

**Name:** Vehicle Registration (USAREUR)

**Address:** Leighton Barracks, Bldg 56, Wuerzburg  
Harvey Barracks, Bldg. 138, Kitzingen

**Phone:** Wuerz. 0931-889-6935 Kitz. 09321-305-8819

**DSN Phone:** Wuerz. 350-7472/7507 Kitz. 355-8819/8622

**Comments:**

Hours: M-F 0745-1500 Call for an appointment or come in and get on an "overflow roster" (walk-in)

Requirements for Vehicle Registration:

1. DA Form 788 Shipping Document
2. State-side registration or title
3. Double White Insurance Card (DWIC)
4. \$15.00 check or money order
5. Valid USAREUR Certificate of License
6. Valid I.D. card
7. Exception to Policy ( this is applicable for someone registering more than two vehicles)

## Commonly Referenced Numbers

HOW TO PLACE A CALL TO THE U.S. FROM A CIVILIAN AND DSN PHONE:

Direct dial: 001 + area code + phone number

DSN: 312 + seven digit number

TO PLACE CALLS FROM THE U.S.:

International Access Code: 011 +

Country Code for Germany: 49 +

Your prefix (omit the 0) +

Giebelstadt 9334

Kitzingen 9321

Wuerzburg 931

+ Suffix (your number)

EXAMPLE: 011 + 49 + 9321 + your number

### Commonly Referenced Numbers

<i>Name</i>	<i>Commercial</i>	<i>DSN</i>
ACS Installation Volunteer Coordinator (IVC)	0931-889-7103	350-7103
Army Community Service (Wuerzburg)	0931-889-7103	350-7103
Army Community Service (Giebelstadt)	09334-877877	352-7877
Army Community Service (Kitzingen)	09321-702-2848	355-2848
Bank - Community Bank (Leighton)	0931-709027	350-6111
Bank -Community Bank (Larson)	09321-135312	355-2631
Bank- Community Bank (Giebelstadt)	09334-87-7488/7773	352-7488/7773
Bank- Community Bank (Harvey)	09321-3070	355-8767
Billeting - Guest House	0931-889-1700	350-1700
Chapel Office (Larson)	09321-702-2465	355-2465/2559
Chapel Office (Harvey)	09321-305-209	355-8209
Chapel Offices (Leighton)	0931-889-1570/6705	350-1570/6705
Chapel office (Giebelstadt)	09334-877407	352-7407
Child Development Services	0931-889-6452	350-6452
Civilian Personnel Office	09321-305-8355/8281	355-8355/8281
Claims	0931-889-6239	350-7122
DeCA - Commissary	0931-889-6499	350-6499
Dental Clinic	0931-889-6638	350-6129
Division Operations Center	0931-889-7198	350-7198
Exceptional Family Member Program	0931-889-7103	350-7103
Family Advocacy Program	0931-889-7103	350-7103
Finance	0931-889-1730	350-1730
Hospital (Emergency Room)	0931-804-3700	350-3700
Hospital (Family Practice)	0931-804-3854/3855	350-3854/3855
Housing Office	0931-889-6395	350-6395
In & Out Processing	09321-702-522	355-2522
Information	Off Post - 11833	On Post 113
Inprocessing Transition Center/Headstart	09321-702-2525	355-2525
Legal Office	0931-889-7174	350-7174
Mail Room (Harvey) CMR 449, Bldg 113	09321-305-8841	355-8841
Mail Room (Larson) CMR 448 Bldg 22	09321-702-2466	355-2466
Mail Room (Giebelstadt) CMR 408 Bldg 524	09334-87-7260	352-7260/7924
Mail Room (Leighton) CMR 475 Bldg. 16	0931-889-6228	350-6228/7124
Medical Services Central Appointments	0931-804-3854	-
Military Police (Giebelstadt) Bldg. 114	09334-87-7616/7559/7562	352-7616/7559/7562
Military Police (Harvey)Bldg. 141	09321--305-8952/8955/8667/8855	355-8952/8955/8667/8855



Military Police (Leighton) Bldg 45	0931-889-6548/6808/6579	350-6548/65496808
Red Cross	0931-889-1760	350-1760 24hr Emergency 07031-15-334 or DSN 421-2334
Red Cross (Larson), Bldg 12	09321-702-2478/2696	355-2478/2696
Schools Superintendent	09321-305-761	355-8761
TRICARE	0931-804-3372 24hr Service 0130-825-160	350-3372
TRICARE Nurses Advisory line 24 hr	0800-825-1600	-
Transportation Management	09321-702-2396	355-2396
Wuerzburg American High School	0931-889-7177/7230	350-7230/7177
Wuerzburg American Middle School	0931-889-6199	350-6199
Wuerzburg Elementary School	0931-889-7169/6158	350-7169/6158

### Major Unit Listing

<i>Unit</i>	<i>Command</i>	<i>Point of Contact</i>	<i>Commercial</i>	<i>DSN</i>	<i>Fax</i>
101st MI BN, Leighton Barracks, Wuerzburg			0931-889-7303	350-7303/6519	350-6430
106th Fin. BN, Faulenberg Kaserne			0931-296-4291	351-4291	355-4435
121 SIG BN			09321-702- 2667/2666	355-2667/2666	355-2779
12TH Chem Co., Harvey Barracks, Kitzingen			09321-305- 8532/8652	355-8532/8562	355-8904
12th AVN BDE, Giebelstadt AAF			09334-87-6100	352-6100	
147th Maint BN, Larson Barracks, Kitzingen			09321-702- 2797/2707	355-2707/2797	355-2622
17 SIG BN, Larson Barracks, Kitzingen			09321-702- 2786/2675	355-2786/2675	355-2773
1st MP Co., Leighton Barracks, Wuerzburg			0931-889-7386	350- 7386/7257/639 8	350-7258
212 MP Co., Harvey Barracks, Kitzingen			09321-305- 675/875	355- 8148/8875/829 2	355-355-8675
2ASOS/ALO, Leighton Barracks, Wuerzburg			0931-889-6336	350-6336/6396	
2nd ASOS (USAF)			0931-889-6336	350-6336	
3/158th AVN, Giebelstadt AAF			09334-87-6300	352-7342/7486	352-7822
38th Postal Co., Faulenberg Kaserne			0931-296-4456	351-4456/4450	351-4447
38th Postal HQ Company (Faulenberg Kaserne)			0931-889-6133	350-6133	
4/3 ADA, Larson			09321-702-701	355-2701/2711	355-2406

Barracks, Kitzingen					
417th BSB, Harvey Barracks, Kitzingen			09321-305- 500/510	355-1500/1510	355-8781
5/158 AVN, Giebelstadt AAF			09334-87- 7895/6200/7894	352- 7894/6200/789 5	352-6239
523rd Med Co., Giebelstadt AAF			09334-87- 7728/7696/7727	352- 7728/7696/772 7	352-7395
67TH COMBAT SUPPORT HOSPITAL			0931-804-6833	350-6833/6831	
67TH CSH/ MEDDAC, Leighton Barracks, Wuerzburg			0931-804-3932	350-3932	350-3859
67th FST, Giebelstadt AAF			09334-87- 7934/7935	352-7934/7935	352-7937
69th ADA BDE, Giebelstadt AAF			09334-877-446	352-7293/7446	352-7761
69th SIG BN, Faulenberg Kaserne			0931-889-1440	351-1440	351-4365
69th Signal Bn. (Faulenberg Kaserne)			0931-889-1440	350-1440	
701st MSB, Harvey Barracks, Kitzingen			09321-305- 703/642	355- 8642/8315/860 1	355-8321
72nd Med Det (VS), Giebelstadt AAF			09334-87- 7747/7787/7690	352- 7747/7787/769 0	352-7279
95th Maint. (ATST), Giebelstadt AAF			09334-87- 7519/7539	352-7519/7539	352-7206
98th Area Support Group (Faulenberg Kaserne)			0931-889-1300	350-1300	
AST Wuerzburg			0931-889-6247	350-6247	
DENTAC HQ			0931-804- 1720/3867	350-1720/3867	
DISCOM, Harvey			09321-305- 507/896	355-8507/8896	355-8752

Barracks, Kitzingen					
Det 10, 7th WS, Giebelstadt AAF			09334-87- 7536/7415	352-7536/7415	352-7546
Det A 38th PSB, Larson Barracks, Kitzingen			09321-702- 368/367	355-2368/2367	355-2369
Det, 7th WS, Leighton Barracks, Wuerzburg			09310889-7518	350-7518	
F Co. 159th AVN, Giebelstadt AAF			09334-87- 7858/7843/7853	352- 7858/7843/785 3	352-7824
HHB 69th ADA, Giebelstadt AAF			09334-87-7297	352- 7708/7709/729 7	352-7349
HHC 1st ID, Leighton Barracks, Wuerzburg			0931-889-7115	350-7115/6622	350-6356
HHC 3/58th ATS, Giebelstadt AAF			09334-87-6386	352-6386	
HHC 98th ASG, Faulenberg Kaserne			0931-889- 1300/1310	351- 1300/1310/423 6	351-4293
HHC DISCOM, Harvey Barracks, Kitzingen			09321-305-762	355-8762	355-8701
Kitzingen Health Clinic				355-8416/8802	355-8946
OL-C, 886th CS, Giebelstadt AAF			09334-87-7240	352-7240	352-7937
USA DENTAC Wuerzburg, Leighton Barracks			0931-889-3857	350-3857	350-3959

## Transportation

United States Army Europe(USAREUR) rules state that all service members, family members, and civilian employees, of US Forces are required to have a USAREUR drivers license to operate ANY vehicle overseas. That includes rental cars, and friends cars. You can obtain this license ONLY from a USAREUR driver testing facility, not in the states. An international driver's license will not do. Make

sure you ask your sponsor for a copy of the USAREUR driver's handbook so you can study ahead of time for the driver's test. You can obtain the Driver's Handbook and examination Manual for Germany, USAREUR Pamphlet 190-34 by going to the USAREUR website. See the record listing for this information. Only a written test is required if you already have a valid driver's license from any state. BE ADVISED- the written test is challenging.

Another form of transportation within the 417th BSB is the Shuttle Bus Service. The Shuttle Bus Service is provided to service members and DOD Civilians for official duty between installations. When space is available, transportation may be provided to family members of active duty personnel, civilians, & retirees. In-Processing Customers (ITC) have seating priority.

<b>Name:</b> SATO (Military and Leisure Travel Office)
<b>Address:</b> Leighton Barracks
<b>City:</b> Wuerzburg
<b>Phone:</b> CIV: 0931-705680 DSN: 350-7161
<b>Comments:</b> You have the chance of a lifetime to travel while you are in Europe. Your local travel office can help you find the most economical way to plan your vacations and travel needs.

<b>Name:</b> Shuttle Bus
<b>Address:</b> 417th BSB Directorate of Logistics
<b>City:</b> Wuerzburg
<b>Phone:</b> DSN: 350-7319/1800 CIV: 0931-889-7139
<b>Comments:</b> The shuttle bus is provided to service members. It currently runs several times a day to and from Harvey Barracks, Larson Barracks, and Leighton Barracks (Wuerzburg), and Giebelstadt. The shuttle buses run on a limited schedule on Saturdays and Federal(American) holidays.  There is also a shuttle bus running from the 67th Combat Support Hospital to Schweinfurt for the vehicle processing center. Stop by Army Community Service (ACS) Bldg 14, Leighton Barracks for the latest schedule!

## Commissary and Exchange Operations

For more information on this subject:  
Defense Commissary Agency Europe  
<http://www.commissaries.com/stores/html/store.cfm?dodaac=hqce33>

The latest addition to the Leighton Food Mall is Charley's Steakery! Charley's Steakery sells a variety of hot fresh subs with your choice of steak, chicken, or veggies. You can also get a fresh grilled salad. Breakfast is served at Charleys too! Breakfast consists of omelets, hash browns, english muffins, and steak and egg subs, or substitute bacon, ham, or just cheese. Check it Out!

Europe's largest military mall is located on Leighton Barracks in Wuerzburg!

This facility includes the first military Taco Bell in Germany as part of its food court. If Deli style sandwiches are more your style, then Subway and Robin Hood are part of the food court. Wuerzburg AAFES also features a large furniture store, with a huge selection of both American and European style furniture, a clock shop, a sports store, increased floor space in the main exchange, a MegaBookmart combining the video rental and bookstore, with a great little cappuccino shop to enjoy while viewing a large selection of videos, books, magazines and other novelty items. Additionally, a large barber and beauty shop are on site. There are also various concessionaire outlets. The Wuerzburg PX also contains one of the largest Sight and Sound electronics departments in the area, carrying a wide selection of electronic items, computers, music, videos, and software.

Wuerzburg's shoppette and gas station remains open 24 hours for your shopping convenience. Supplementing the AAFES food court (Baskin Robbins, Anthony's Pizza, Robin Hood, and Taco Bell), is Burger King, Subway, and a Popeye's chicken.

<b>Name:</b> AAFES 24 Hour Shoppette
<b>Address:</b> Leighton Barracks, Bldg. 191
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931 705-830
<b>FAX:</b> 0931705-8326
<b>Comments:</b> Hours of Operation  Mon-Sun 24 hours

<b>Name:</b> AAFES Flower Shop
<b>Address:</b> Leighton Barracks
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-700-838
<b>Comments:</b> Hours of Operation: Mon-Sun: 10:00-20:00

<b>Name:</b> AAFES Furniture Store
<b>Address:</b> Leighton Barracks, Bldg. 10
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-705-9329
<b>FAX:</b> 0931710249
<b>Comments:</b> Hours of Operation:  Mon-Sat 1000_1900 Sun 1000-1700

<b>Name:</b> AAFES Main Store Food Court
<b>Address:</b> Leighton Barracks, Bldg. 190 (Main Store)
<b>City:</b> Wuerzburg
<b>Phone:</b> 09313577502
<b>Comments:</b> Hours of Operation:  Taco Bell- 1100-2030  Anthony's Pizza- Mon-Sat 1100-2030 Sun-1100-1830  Robin Hood- Mon-Sat 1100-1900 Sun- 1100-1830  Baskin Robbins- Mon-Sat 1100-2030 Sun- 1100-1830  American Eatery- Mon-Fri 0700-2030 Sat 0800-2030 Sun 0900-1830

<b>Name:</b> AAFES Movie Theatres
<b>Address:</b> Leighton Barracks, Bldg. 10, Larson Barracks, Bldg. 70, Giebelstadt AAF, Bldg. 606
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt AAF
<b>WWW Link:</b> <a href="http://www.aafes.com">http://www.aafes.com</a>
<b>Comments:</b> Wuerzburg (Leighton) DSN 350-1790 CIV 0931 889-1790 Mon-Fri: 1800-Closing Sat-Sun: 1500-Closing  Kitzingen (Larson) DSN 355-2638 CIV 09321 702 638 Fri, Sat, Sun: 1800-Closing  Giebelstadt AAF Fri, Sat, Sun: 1800-Closing  To Find out whats Playing at the Movies log onto the AAFES Website listed above

<b>Name:</b> AAFES ServiceMart
<b>Address:</b> Leighton Barracks, Bldg. 9 Harvey Barracks, Bldg. 141, Larson Barracks, Bldg. 9
<b>City:</b> Wuerzburg, & Kitzingen
<b>Comments:</b> Hours of Operation:  Wuerzburg: CIV: 0931-706121 Mon-Fri: 1000-1800 Sat: 1000-1600  Kitzingen (Harvey) CIV: 09321-37917 Mon-Wed: 1000-1700 Thu: 1100-1700 Fri: 1100-1600  Kitzingen (Larson) CIV: 09321-4964 Mon-Fri: 1100-1700

<b>Name:</b> AAFES Shoppettes/Outlying Post Exchanges
<b>Address:</b> Harvey Bldg. 186, Larson, Bldg. 23, Giebelstadt Bldg. 612, Faulenburg, Marshall Hts, Bldg.320
<b>City:</b> Kitzingen, Giebelstadt, Faulenburg
<b>Comments:</b> Kitzingen (Harvey): CIV: 09321-370542 Mon-Fri: 0800-2000 Sat-Sun: 1000-2000  Kitzingen (Larson): CIV: 09321-4912 Mon-Fri: 1000-1800 Sat: 1000-1600  Kitzingen (Marshall Heights): CIV: 09321-24782 Mon-Sat: 0700-2100 Sun: 0900-1900  Faulenburg CIV: 0931-881230 Mon-Fri: 0800-1530  Giebelstadt CIV: 093341332 Mon-Fri: 0830-2000 Sat: 1000-1800 Sun: 1200-1800

<b>Name:</b> AAFES/Post Exchange (Main Store)
<b>Address:</b> Leighton Barracks, Bldg. 190
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-3577399
<b>FAX:</b> 0931357407
<b>DSN Phone:</b> 350-7060

<b>Name:</b> Anthony's Pizza
<b>Address:</b> Giebelstadt Bldg. 612, Harvey Barracks Bldg.138, Marshall Heights Bldg. 320
<b>Comments:</b> Hours of Operation:  Kitzingen (Harvey): CIV: 09321-385015 Mon-Fri: 1100-1900 Sat: 1100-1800 Sun: 1100-1700  Kitzingen (Marshall Heights): CIV: 09321-25148 Mon-Fri: 1600-2130 Sat: 1530-2130 Sun: 1530-1930  Giebelstadt AAF: Mon-Sun: 1100-1900

<b>Name:</b> Barber Shops
<b>Address:</b> Leighton Barracks, Bldg 9, Harvey Barracks Bldg. 130, Larson, Bldg. 2, Giebelstadt, Bldg. 612
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Comments:</b> Hours of Operation:  Wuerzburg (Leighton): CIV: 0931-705-2799 Mon-Wed/Fri: 0900-1800 Thu: 1100-2000 Sat: 0900-1600  Kitzingen (Harvey): CIV: 09321-384-939 Mon-Fri: 0900-1700 Sat: 0900-1500  Kitzingen (Larson): CIV: 09321-921933 Mon-Fri: 0900-1700  Giebelstadt AAF: CIV: 09334-879997 Call for hours

<b>Name:</b> Beauty Shop
<b>Address:</b> Leighton Barracks Bldg. 9, Marshall Heights Bldg. 13,
<b>City:</b> Wuerzburg & Kitzingen
<b>Comments:</b> Hours of Operation:  Wuerzburg (Leighton): CIV: 0931706682  Tues, Wed, Fri: 0900-1800 Thurs: 1100-2000 Sat: 0900-1600  Kitzingen (Marshall Heights): CIV:09321-922-449 Tues-Fri: 1000-1900 Sat: 0900-1600

<b>Name:</b> Bookmark
<b>Address:</b> Leighton Barracks, Bldg. 191
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931 06306
<b>Comments:</b> Hours of Operation  Mon-Sun 09:00-21:00

<b>Name:</b> Burger Bars
<b>Address:</b> Larson Barracks, Bldg. 26, Giebelstadt Bldg. 612
<b>City:</b> Kitzingen & Giebelstadt
<b>Comments:</b> Hours of Operation:  Kitzingen (Larson): CIV: 09321-5211 Mon-Fri: 0700-1400  Giebelstadt: CIV: 09334-1464 Mon-Fri: 0730- 1330

<b>Name:</b> Burger King
<b>Address:</b> Leighton Barracks, Bldg. 183 & Harvey Barracks, Bldg. 138
<b>City:</b> Wuerzburg & Kitzingen
<b>Comments:</b> Hours of Operation:  Wuerzburg (Leighton) 0931-7059002 Mon-Fri 0630-2100 Sat- 0730-2100 Sun-0800-2000  Kitzingen (Harvey) Mon-Fri: 0630-1900 Sat: 0930-1800 Sun: 1100-1700

<b>Name:</b> Car Care Center/Gas Station
<b>Address:</b> Leighton Barracks, Bldg 9, Harvey Barracks, Bldg. 138
<b>City:</b> Wuerzburg & Kitzingen
<b>Comments:</b> Wuerzburg (Leighton) (CarCare center Only) CIV 0931706676 DSN: 350-6468 Hours of Operation: Mon-Fri: 0700-1800 Sat: 0900-1600  Kitzingen (Harvey) (Car care and Gas Station) CIV: 09321-32960 DSN: 355-8571 Hours of Operation: Mon-Thurs: 0600-1700 Fri: 0600-1600 Sat: 0900-1500

<b>Name:</b> Car Rentals
<b>Address:</b> Leighton Barracks Bldg. 98, Harvey Barracks Bldg. 244
<b>City:</b> Wuerzburg & Kitzingen
<b>Comments:</b> Hours of Operation:  Wuerzburg: (Leighton) CIV: 0931-700-475 Mon-Fri: 0900-1800 Sat: 1000-1300  Kitzingen (Harvey) CIV: 09321-384-525 Mon-Fri: 0900-1800 Sat: 1000-1300

<b>Name:</b> Charley's Steakery
<b>City:</b> Wuerzburg
<b>Comments:</b> Hours of Operation:  Mon-Fri: 0700-2030 Saturday: 0800-2030 Sunday: 0900-1830

<b>Name:</b> Commissary
<b>Address:</b> Leighton Barracks, Bldg 187
<b>City:</b> Wuerzburg
<b>Phone:</b> CIV 0931-889-6490 DSN 350-6490
<b>Comments:</b> The main commissary has 26,000 square feet of space and 9 cashier lines for shoppers' convenience. For handicapped patrons, the commissary has an elevator, wide aisles, and allows shopping one (1) hour prior to official opening time. Hours: Sun 1100-1800 Mon 1100-1800 Tue 1000-1900 Wed 1000-1900 Thur 1000-2000 Fri 1000-1900 Sat 1000-1900

<b>Name:</b> Commissary (Harvey Barracks)
<b>Address:</b> Harvey Barracks, Bldg. 186
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-305-8504
<b>DSN Phone:</b> 355-8504
<b>Comments:</b> Hours of Operation:  Sun & Mon: Closed Tues-Fri: 10:00-19:00 Sat: 10:00-18:00

<b>Name:</b> Commissary (Giebelstadt AAF)
<b>City:</b> Giebelstadt

<b>Name:</b> GNC
<b>Address:</b> Located in AAFES Main Store Food Court
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-705-20935
<b>Comments:</b> Hours of Operation: Mon-Sat: 1000-2000 Sun: 1000-1800



<b>Name:</b> Kaethe Wohlfahrt Store
<b>Address:</b> Next to AAFES Main Store
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-7052216
<b>Comments:</b> Hours of Operation:  Mon-Fri: 1100-1900 Sat-Sun: 1100-1800

<b>Name:</b> Laundrette
<b>Address:</b> Giebelstadt Bldg 612
<b>Comments:</b> Hours of Operation: Mon-Sun: 06:00-24:00

<b>Name:</b> Military Clothing & Sales Stores
<b>Address:</b> Leighton Barracks, Bldg. 9 Larson Barracks Bldg 82, Harvey Barracks, Bldg. 140
<b>City:</b> Wuerzburg, Kitzingen
<b>Comments:</b> Hours of Operation: Wuerzburg (Leighton)  Mon-Sun 1000-1800  Kitzingen (Larson) CIV: 09321-922210 Mon-Fri: 1000-1600  Kitzingen (Harvey) CIV: 09321-35299 Mon-Fri: 1000-1600 Sat: 1100-1500

<b>Name:</b> Nachtmann Crystal Shop
<b>Address:</b> Leighton Barracks, (AAFES Main Store Food Court area)
<b>City:</b> Wuerzburg
<b>Phone:</b> 0170-2287954
<b>Comments:</b> Hours of Operation:  Mon-Fri: 1000-2000 Sat: 0900-2000 Sun: 1000-1600

<b>Name:</b> Optical Shop
<b>Address:</b> Leighton Barracks, Bldg. 9
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-7000485
<b>Comments:</b> Hours of Operation: Tues-Fri: 10:00-18:00 Sat 10:00-16:00

<b>Name:</b> Photo Store
<b>Address:</b> Leighton Barracks, Bldg. 190 (AAFES Main Store Food Court)
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-7059328
<b>Comments:</b> Hours of Operation:  Mon-Fri: 10:00-20:00 Sun: 10:00-18:00

<b>Name:</b> Popeyes
<b>Address:</b> Leighton Barracks, Bldg. 188A
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-700-121
<b>Comments:</b> Hours of Operation:  Mon-Sun 11:00-21:00

<b>Name:</b> Tailor Shop
<b>Address:</b> Leighton Barracks, Harvey Barracks, Bldg. 141, Larson Barracks, Bldg. 9, Giebelstadt, Bldg. 612
<b>City:</b> Wuerzburg, Kitzingen, & Giebelstadt
<b>Comments:</b> Hours of Operation:  Wuerzburg (Leighton) CIV: 0931-705-0673 Mon-Fri: 1000-1800 Sat: 1000-1600  Kitzingen (Harvey) CIV: 09321-37917 Mon-Fri: 1100-1500 Closed Wednesdays  Kitzingen (Larson) CIV: 09321-702-608 Mon-Fri: 1100-1700  Giebelstadt AAF CIV: 09334-877308 Call for hours

<b>Name:</b> Trophy Shop
<b>Address:</b> Leighton Barracks, Bldg. 9
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-701-381
<b>Comments:</b> Hours of Operation: Mon-Fri: 1000-1800 Sat: 1000-1600

## Local Community

### Local Community Overview

Wuerzburg is a Baroque city considered the Pearl of the Romantic Road. Beginning in the 10th century, Wuerzburg was ruled by rich and powerful prince-bishops who created the city with all the wonders that you see today. Standing on the banks of the Main River, overlooking the city, is a mighty fortress, Festung Marienburg. This fortress was built between 1200 and 1600 and for 450 years was the residence of the prince-bishops. There are two museums inside the fortress, the Main-Franconia Museum and the Furstenbau Museum. On March 16, 1945 87% of Wuerzburg was destroyed in a bombing that lasted only 20 minutes. However, almost every structure that was destroyed has been reconstructed. One of the most elegant and glorious palaces in Europe is the Residenz. This is the Baroque palace the prince-bishops lived in after coming down from the hilltop fortress. This is considered the most beautiful Baroque palace in Germany. The palace garden, which has flower gardens that are changed to match the seasons, was designed in the 18th century with lovely fountains, shrubs, and gravel walks.

Wuerzburg

Wuerzburg, located in the wide valley of the Main River in the region of Lower Franconia, is the home of the 98th Area Support Group. It's a city rich in history and today has about 130,000 residents. It was first settled about 1,000 B.C. with a Celtic hill fort located where the Marienberg Fortress now stands. The area didn't become Germanic until 100 B.C. and Franconian until some time between the 6th and 7th centuries. It was around that time that Wuerzburg's patron saint, Kilian, visited the city and converted Duke Hetan I to Catholicism. The following year, the duke's wife secretly killed Kilian and his two fellow missionaries, Kolonat and Totnan, when the legality of the duke's marriage was questioned because of his conversion to Catholicism. Legend has it that the bodies were miraculously found when a man digging at Marienberg suddenly saw blood gushing from where his spade had struck the ground. Since then, the city has been strongly influenced by the Catholic Church. In the late 8th century, the first cathedral of St. Kilian was dedicated in the presence of Charlemagne. Over the years, the relationship between the city's leaders and the townspeople became quite stormy. In 1253, Bishop Lobdeburg moved his residence into the Marienberg Fortress for safety. Those ill feelings led to an all-out battle in 1400 and to the town's support of the peasant army

during the Peasant's Revolt in 1525. During the revolt, the peasants unsuccessfully besieged the fort.

In 1631, as the Thirty Years' War swept through Germany, the town and mighty fortress fell to Gustav Adolph of Sweden and remained under his rule for three years.

In the years to follow, things looked a little brighter for Wuerzburg residents as the von Schoenborn family ruled the city. It was during the rules of Bishops Johann Philip and Friedrich Karl von Schoenborn, that the Residenz, or bishop's residence, was built. The Residenz, which took 25 years to build, is located on the eastern edge of the old city. Balthasar Neumann, one of the most famous architects of that day, built the Residenz as a monument to the prince-bishops of the Schoenborn family. The peaceful period lasted only about 50 years. In 1796, a French revolutionary army entered Wuerzburg. Although it occupied the castle in 1800. In 1802, Napoleon granted the bishop's land to the new Kingdom of Bavaria. Since its inclusion in Bavaria, the city has grown and achieved much. Richard Wagner was the choirmaster in the theater and William Conrad Roentgen, a physics professor at the University of Wuerzburg, discovered X-rays here in 1895. When Wuerzburg connected to the new railway system, it took its place among the growing commercial cities in an expanding Germany.

By World War II, Wuerzburg had grown to a city of around 100,000 people and had, for the most part, not been touched by the ravages of war which raged around it. However, during the Royal Air Force Unlimited Bombing Offensive which nearly leveled Wuerzburg on the night of March 16, 1945, the population dropped from 100,000 to 5,000. The city, which had a large number of hospitals and very few real military targets, was the last city destroyed during the offensive. Although, it's hard to imagine today's bustling city in ruins, photos in the Residenz can attest to the pulverized state the city was in 50 years ago.

The Wuerzburg Internet home page above provides current information on Wuerzburg and the surrounding area.

### Kitzingen

Kitzingen, located in the heart of Franconia's wine-growing region, has much to offer visitors and residents. Surrounded by vineyards, Kitzingen County is the largest wine producer in Bavaria. Kitzingen City, now more than 1,250 years old, is said to be Franconia's wine trade center. According to legend, Kitzingen was founded when the Countess

of Schwanberg lost her jeweled scarf while standing on the ramparts of her castle. The castle was located high above the fertile section of the Main River Valley where Kitzingen now lies. The Countess promised to build a cloister on the spot where the scarf was found. When it was found by a shepherd named Kitz, she kept her word and built a cloister which she called Kitzingen. That Benedictine cloister, founded in the eighth century on the site of the present town of Kitzingen, defended the ford across the Main River. Kitzingen's history is closely tied to Wuerzburg. Kitzingen became a free imperial city around the year 1000. During the next century the town changed rulers often, mostly being ruled by Wuerzburg bishops who sold the town twice to fill their empty treasury. In 1629 the Bishop of Wuerzburg took up his option to repurchase Kitzingen after the Peasants' Revolt in 1525. He abolished Protestantism and forced more than 1,000 residents to leave the town. This blow to the town's strength was followed by the Swedish three-year occupation during the Thirty Years' War. Kitzingen's

revival is credited to the wisdom of Bishop Johann Philip von Schoenborn of Wuerzburg, whose Edict of Toleration in 1650 encouraged the return of the expelled Protestants. This is why both Catholicism and Protestantism are present in Kitzingen today. The resulting prosperity carried Kitzingen through the 18th century as one of the most important ports on the Main River. Kitzingen's life under the Prince Bishops ended with the coming of French revolutionary armies and Napoleon.

#### Giebelstadt

Giebelstadt was established in the early 9th century and was a secret German Airbase until World War II. Present day Giebelstadt is small industrial town with a resident population of about 3000 and the military population is about 1800. Location: Southeastern Germany, about 94 miles east of Frankfurt.

There are three castles located in Giebelstadt village, Florian Geyer, Frierenhauer Castle, and von Zoebel Castle.

### Time Zone Chart

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

### Climate

<i>Month</i>	<i>High</i>	<i>Low</i>	<i>Humidity</i>	<i>Precipitation</i>
January	32	28	73.2	1.70 (Snow)
February	34	29	71	1.30 (Rain)
March	41	35	69	1.40 (R/S)
April	48	40	58.1	1.60 (Rain)
May	56	48	62.3	2.00 (Rain)
June	62	53	61.7	2.30 (Rain)
July	66	57	57.4	2.50 (Rain)
August	65	56	57.7	2.20 (Rain)
September	60	51	62.8	1.90 (Rain)
October	49	42	70.7	1.70 (Rain)
November	40	36	73.1	1.60 (Rain)
December	35	32	74.6	1.90 (Rain)

## Events Calendar

### Wuerzburg Calendar Events

600-years University of W rzburg Dec 2002	Jan -
Fruhjahrsvolksfest (Folk Festival) 24 2002	Mar 9-
Fashion Night 2002	Mar 22-23
Wurzbürger Residenzlauf 2002	Apr 28
Kunsthändler-Markt Montmartre (handcraft market) May 4 2002	
Cultural Festival at the Juliusspital (vineyard) 4-19 2002	May
Wurzbürger Stadtmarathon 2002	May 5
International Child Festival 2002	May 12
Italian night	May 24 2002
Mozartfest	June 6-7 2002
Africa Festival 2002	May 30-June
Wurzbürger Weindorf (Wine Festival) 30-June 6 2002	May
Opening	Stein-Wein-Pfad
June 8 2002	
Hoffest am Stein (Wine Festival) June 14-24 2002	
Bürgerspital Hofschoppenfest (Wine Festival) June 17-21 2002	
Umsonst & Draussen Festival (Free Outdoor Music Festival) June 21-23 2002	
Bürgerspital-Hoffest am Pfaffenberg (Wine Festival) June 28-30 2002	
Hofgarten-Weinfest (Wine Festival) July 1-5 2002	
Kiliani-Volksfest (Folk Festival) July 6-22 2002	
Sommertheater am Stein (Theatre) July 9-Aug11 2002	
Celebration in the Ringpark Aug 10-11 2002	
Historische B rgermahlzeit (Medieval Street Festival) Aug 24-25 2002	
Schauplatz	Schenkenturm
Sep 7-8 2002	
Theatre Festival 2002	Sep 14
City Festival 2002	Sep 20-21
Literarischer Herbst	Oct 4-
Nov 30 2002 Wurzbürger Residenznacht	

Oct 5	2002	Bruckner-Fest
Oct 11-20 2002		
Jazz Festival 2002		Nov 8-10
Wurzbürger Bachtage 23-Dec 1 2002		Nov
Christmas Market 29-Dec 23 2002		Nov

There are many things to see and do in the Wuerzburg, Kitzingen, and Giebelstadt communities. On a hill over looking the city is Fortress Marienberg, inside the city proper is the residenz (a beautiful palace), the Dom or cathedral, of St. Killian, and the Alte Mainbrücke (the old bridge over the river Main). Also every weekend there are generally volksmarches in or around the surrounding cities. These are marked walks of 10-20 kilometers through beautiful countryside and towns. During the walk there are control points where you can get a drink and typical German food such as Wurst (sausage). This is a great way to get out and see more of Germany, and sample the local cuisine. Throughout the year there are fests of one kind or another where people gather for a good time. While Germany is known for their beer production (a strictly regulated and controlled product), the Franconian region is renowned for wine production. The best source for local and regional event information is the Thursday edition of the Stars & Stripes which features volks marches, concerts, special events and phone numbers for reservations if needed. Also available is a large tourist information center in the heart of the city.

Some additional things to do in the areas are walks through the beautiful countryside), weinfests, old walled cities, and much, much more. Stop by the Army Community Service in building 14, leighton Barracks to find out how you can locate and enjoy all our charming city has to offer.

Fasching is the biggest and most well known celebration in Germany. It originated to celebrate lent and chase the evil spirits away. The tradition come from fourteenth century apprentices and their love of public dancing and marching showing impertinence to the authorities. The townsmen take full advantage of the celebration to let themselves go. In some areas, Fasching starts November 11th at 11a.m. There are meetings to plan for parades, festivities, and to elect a Prince and Princess.

## Cultural Attractions

For more information on this subject:  
Germany information for visitors in English  
<http://gogermany.miningco.com>

In the state of Bavaria there are more than 700 museums, 31 theaters and many architectural treasures. These are augmented by the natural beauty of the many streams, lakes, rivers, and countryside. To the south lie the Alps with all their grandeur. Architecture is less controlled than in the past but you will notice a distinct difference between Bavarian buildings and those in other German states. Along with Wuerzburg, Rothenburg o.d.T., Nuernburg, and Munich are the primary cities, each distinct in flavor, night life, and attractions. ACS has maps and information about places to see, and things to do.

## Recreation Opportunities

There are a wide variety of recreation opportunities that cater to every desire: Horseback riding, rafting (both white water and smooth river), canoeing, biking, hiking, camping, and for the more adventuresome, paragliding, hang-gliding, sailplane, airplane, free climbing and connected-rope rock climbing, and skiing. There are many amusement parks, theatres, concert halls, and opera houses that provide a variety of performances. There are special interest clubs such as rifle, pistol, bowling, soccer, etc., that offer membership and camaraderie. There are zoos (Wild parks), museums, parks to picnic in, and fests.

Outdoor Recreation, part of your MWR, offers tours, equipment, and package accommodations at reasonable rates to service members and their families.

For the fisherman, please see your local Outdoor Rec specialist as Germany has fairly restrictive fishing laws.

For the hunter, contact customs to verify current requirements for the import and/or export of weapons. Then see Outdoor Rec for licensing, locations, and seasons.

There are also some exchange agreements between NATO countries that allow American service members to utilize other nations recreation facilities.

ACS offers day tripping guides as well as Theme park brochures.

The American WanderClub Franconia is a club intended to acquaint you with the non competitive sport of Volksmarching. Participants walk 10km or 20km on a pre-marked nature trail, through scenic and/or historic areas. This activity promotes good health, cultural awareness, and fosters International friendships. For more information on Volksmarching, pick up Thursday's edition of Stars & Stripes or contact the American WanderClub Franconia:

<b>Name:</b> American Wanderclub Franconia
<b>Address:</b> 417th BSB, Unit 26124
<b>City:</b> 09031
<b>E-Mail:</b> wfranconia@usa.net

<b>Name:</b> Armed Forces Recreation Centers (AFRC)
<b>Address:</b> Chiemsee Reservations Unit 24604
<b>City:</b> 09098
<b>Phone:</b> 01149 8821 72981
<b>FAX:</b> 0114988213942
<b>DSN Phone:</b> 440-2575
<b>E-Mail:</b> vacation@afrc.garmisch.army.mil
<b>WWW Link:</b> <a href="http://www.afrc europe.com">http://www.afrc europe.com</a>
<b>Comments:</b> Chiemsee Resort The Lake Hotel was built in 1937 by order of Adolf Hitler as the first autobahn rest stop at a cost of more than 17 million Reichmarks. The hotel was renovated in 1995 and now all of the rooms offer either a view of the mountains or the lake. All rooms have a private bath, telephone, AFN radio and TV. AFRC Chiemsee offers a list of recreation programs that includes something for everyone. Some of the programs include: sailing windsurfing, scuba diving, tours, skiing, camping, and sightseeing.

<b>Name:</b> Europa-Park
<b>Address:</b> Rust/Baden
<b>Phone:</b> 0180-577-6688
<b>WWW Link:</b> <a href="http://www.europa-park.de">http://www.europa-park.de</a>
<b>Proximity to site:</b> 6hours
<b>Comments:</b> Take Autobahn 5 and exit at Ettenheim, drive to the new south pkwy. direct to the entrance of the park.

<b>Name:</b> Geiselwind-Leisureland
<b>Address:</b> Geiselwind
<b>Phone:</b> 09556-224
<b>Comments:</b> Take autobahn 3 from Wuerzburg to Nuremburg, and exit at Geiselwind

<b>Name:</b> Holiday Park
<b>Address:</b> Hassloch/Pfalz
<b>Phone:</b> 06324-5993900
<b>WWW Link:</b> <a href="http://www.holidaypark.de">http://www.holidaypark.de</a>
<b>Comments:</b> Take Autobahn 61 and exit at Hassloch then Speyer-Neustadt.

## Military Related and Civic Organizations

There are a variety of spouse clubs on each of the three kasernes within the 417th Base Support Battalion that are active in community support. Parent, Student, and Teacher organizations are also active within the DoDDS school system and the community. Cub Scout packs, Boy Scout and Girl Scout troops are available and offer a wonderful variety of challenges and opportunities for youth. Various religious denominations are active providing services within the community as well. Special interest groups such as the Veterans of Foreign Wars and the Masons are also active. Leighton has a M.A.R.S. station.

## Shopping

For those of you who LOVE to shop check this out!!! Twice a year, German stores have their big sales, called, "Winter" or "Sommerschlussverkauf" (winter or summer end-of-season sales). Similiar to the states, prices are reduced in order to make room for the new season selections. Summer sales are near the end of July - beginning of August time frame and winter sales are January and February. Keep an eye out for the "Out and About in Franconia newsletter produced by the 417th BSB, Public Affairs Office for announcements of exact dates!!

On-post, AAFES offers a wide range of services, including concessionaires, for military families. Off-post shopping is enjoyable and adventurous as Germany transitions to malls and large super-stores. The Status of Forces Agreement allows relief from the 16% value-added tax found on all economy goods in Germany. VAT forms are readily available, currently costing \$4.00 but good for 2 years, at the Tax Relief office. Wuerzburg offers as full a range of stores offering goods as any American city.

The Leighton thrift shop is open every Tuesday, Wednesday and the first Saturday of each month from 10am-14:30pm, and Thursday from 16:00 - 19:00. Taking your consignment items every Tuesday, Wednesday and 1st Saturday 10:00 - 13:00, and Thursday 16:00 - 18:00. Hearts & Hands

boutique operating on the same hours at the same location of Bldg 88, DSN 350-6144, Civilian 0931-700-104. Also, located just minutes away from Leighton Barracks is Wal-Mart.

## State and Community Social Service Agencies

This listing represents only a small sampling of the community social service agencies in our area. In addition to the two listed, other military resources include the Community Counseling Center, unit and community Chaplains, DoDDS school counselors, ACS's Financial Counselors, Exceptional Family Member Program Counselor and New Parent Support Program Counselors/Nurses. Medically, there is the 67th Combat Support Hospital with a full range of clinical services, including Preventative Medicine and Psychiatry. This community also has both DoDDS school and Community Health Nurses. For assistance with locating additional services, please call either the Relocation Assistance Program or the Exceptional Family Member Program at CIV 0931-889-7103 or DSN 350-7103 for more information.

<b>Name:</b> Social Work Services
<b>Address:</b> 67th EVAC Hospital, Wuerzburg
<b>City:</b> Wuerzburg
<b>Phone:</b> CIV 0931-804-3713 DSN 350-3713

## Religious Activities

For Information in this area please see under Support Services Subject, Chapel Services & Programs.

## Education

### Education Overview

For more information on this subject:  
DoDDs Europe  
<http://www.dodds-e.odedodea.edu>

### Mission Statement:

The mission of the Wuerzburg District is to pursue excellence in teaching in order to ensure that all students: acquire and apply information; communicate effectively; hold high expectations for themselves and others; interact cooperatively to establish positive human relationships; engage in thinking; reasoning, and problem solving; value and respect diversity in a multicultural society; establish habits for emotional, physical, and social well being

in order to become lifelong learners who will serve as responsible members of a global dynamic.

Learning, as a lifelong process, must take place in a nurturing, safe atmosphere of mutual respect in which educators, students, staff, and parents work together. As a community of learners, we will foster high expectations, instructional leadership, and excellence in teaching to create an environment in which all students achieve.

#### Curriculum and Instruction:

Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to the Seven Year Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials and in-service training for teachers.

Textbooks, library books, and supplementary instructional materials, which support these curricula are selected by DoDDS curriculum committees. Their materials are the same as those used in schools throughout DoDDS and the United States. Some instructional materials, especially those for the Foreign Language/Intercultural Program, are purchased from local suppliers.

Registration Requirements: For Elementary, Middle, and High School registration:

\*Students Social Security Number \*Sponsor's orders assigning the sponsor to Germany and to the area  
\*Dependent travel orders for student if concurrent travel was not available \*Current immunization/shot records for the student

\*Sponsor's ID card \*Registration packet provided by the school \*Any academic records you may have on the student, including his or her latest report card. website address can be found in the detailed record.

<b>Name:</b> Department of Defense Education Activity
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<b>WWW Link:</b> <a href="http://www.odedodea.edu">http://www.odedodea.edu</a>
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### Public and DODDS Schools

For more information on this subject:  
Wuerzburg American High School  
<http://wuer-hs.odedodea.edu>

NEWS! NEWS! NEWS!  
Tuition Waiver Granted.

School-age dependents of local hire, non-appropriated fund (NAF), full-time employees in overseas areas will soon be eligible on a space available, tuition-free basis for enrollment in Department of Defense schools. The waiver was granted on August 2, 2001, to be effective beginning in the School Year 2002-2003.

As a result of the waiver, dependents of appropriated fund (APF) full time, local-hire employees and NAF full-time, local-hire employees will have equal enrollment priority. Priority for enrollment in the category of space-available, tuition-free, will be (1) Non-Command sponsored Army, Navy, Marine Corps, Air Force, and Coast Guard dependents; and (2) APF and NAF full-time, local hire employees. Spaces for dependents of APF and NAF full time, local-hire employees will be assigned based on the date the sponsor was hired in the current overseas location.

In the School Year 2002-2003, the Department of Defense Dependent Schools (DoDDS) had a total of 2,071 space-available, tuition-free spaces/enrollments; all of these spaces were filled. The number of space-available, tuition free spaces fluctuates by school and grade each year, depending upon space required, tuition-free and space available, tuition paying enrollments. There are no guarantees of tuition-free enrollment for space available students from year-to-year.

#### Number of schools:

Elementary.....: 2 Middle schools.....: 1

High schools.....: 1

#### Location of Schools:

Kitzingen Elementary.....: Marshall Heights

Wuerzburg Elementary.....: Skyline Housing Area

Wuerzburg Junior High.....: Skyline Housing Area

Wuerzburg High School.....: Skyline Housing Area

Normal school hours are 0820-1450 (varies at each school) Monday through Friday - For the Class of 2002 and beyond, 24 credits are required for graduation (19 required courses, 4 elective courses). Additionally, a minimum of 20 hours of service learning per year (80 hours of service learning to graduate) is required. The High School provides standard programs of instruction American education for students in grades 9-12. Extra curricular activities

include sports programs, music and band, Spanish Club, and yearbook staff. Wuerzburg and Kitzingen elementary schools offer half-day kindergarten. Also, kindergarten are available in local on-the-economy communities but you need to register, sometimes a year early, as spaces are in demand.

Wuerzburg School District

**FIRST SEMESTER - (\*92 INSTRUCTIONAL DAYS)**

2003

Wednesday, January 1 New Year s Day - Federal Holiday

Monday, January 6 Instruction Resumes

Monday, January 20 Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 23 End of Second Quarter and First Semester

(45 days of classroom instruction)

Friday, January 24 No school for students - teacher work day

**SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)**

Monday, January 27 Begin Third Quarter and Second Semester

Monday, February 17 Presidents Day - Federal Holiday

Thursday, April 3 End of Third Quarter (48 days of classroom instruction)

Friday, April 4 No school for students - teacher work day

Monday, April 7 Begin Spring Recess

Monday, April 14 Instruction Resumes - Begin Fourth Quarter

Monday, May 26 Memorial Day - Federal Holiday

Thursday, June 12 End Fourth Quarter and Second Semester

(43 days of classroom instruction)

Friday, June 13 No school for students - teacher work day

Last day for non-administrative educator personnel

School Year 2002 - 2003 Instructional Days 183\*

Wuerzburg American High School, Calendar School Year for 2002-2003:

August 21 Teacher report for duty

August 26 First day of school

September 2 No School- Labor Day

October 14 No School Columbus Day

October 31 End of First Quarter

November 1 No School- Teacher Record Keeping Day

November 4 Beginning of Second Quarter

November 11 No School Veterans Day

November 28-29 No School - Thanksgiving Day recess

December 23 Beginning of Winter recess

January 6 Instruction begins

January 20 No School Martin Luther King Jr. Holiday

January 23 End of second quarter and first semester

January 24 No School Teacher record keeping day

January 27 Beginning of third quarter and second semester

February 17 No School Presidents day

April 3 End of third quarter

April 4 No School Teacher record keeping day

April 7 Beginning of spring recess

April 14 Instuction resumes beginning of fourth quarter

May 26 No school Memorial Day

June 12 Last day of classroom instruction End of fourth quarter and second semester

June 13 No school Teacher record keeping day

<b>Name:</b> Superintendent's Office, District (DoDDS)
<b>Address:</b> Harvey Barracks, Building 154
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-305-761
<b>DSN Phone:</b> 355-8761/8764
<b>WWW Link:</b> <a href="http://www.odedodea.edu">http://www.odedodea.edu</a>

<b>Name:</b> Wuerzburg Elementary School
<b>Address:</b> Leighton Barracks, Building 100
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-7169
<b>DSN Phone:</b> 350-7169/6158
<b>WWW Link:</b> <a href="http://www.wuer-es.odedodea.edu">http://www.wuer-es.odedodea.edu</a>

<b>Name:</b> Wuerzburg High School
<b>Address:</b> Leighton Barracks, Building 134
CMR 475 Box 8
<b>City:</b> Wuerzburg 09036
<b>Phone:</b> 0931-889-7177
<b>FAX:</b> 0931-700-192
<b>DSN Phone:</b> 350-7177/7230
<b>E-Mail:</b>
Principal_Wuerzburg_HS@eu.odedodea.edu
<b>WWW Link:</b> <a href="http://wuer-hs.odedodea.edu/">http://wuer-hs.odedodea.edu/</a>

<b>Name:</b> Wuerzburg Middle School
<b>Address:</b> Leighton Barracks, Building 407
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-6199
<b>DSN Phone:</b> 350-6199
<b>WWW Link:</b> <a href="http://www.wuer-ms.odedodea.edu">http://www.wuer-ms.odedodea.edu</a>



## Private Schools

There are no American private schools in the area.

## Colleges and Universities

In addition to the on-base colleges and universities, a growing number of schools are offering "long distance learning" enrollments via the InterNet. The Leighton Library allows patron usage of computers and InterNet access.

<b>Name:</b> City Colleges of Chicago (CCC)
<b>Address:</b> Leighton Barracks, Bldg 15, Larson Barracks Bldg. 9, Giebelstadt AAF Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Proximity to site:</b> On site
<b>Tuition:</b> Call field representative for information.
<b>Comments:</b> Leighton Barracks: CIV: 0931-889-6320 DSN: 350-6320  Larson Barracks: CIV: 09321-702-659 DSN: 355-2659  Giebelstadt AAF: CIV: 09334-87-7357 DSN: 352-7357

<b>Name:</b> Embry Riddle Aeronautical University (ERAU)
<b>Address:</b> Bldg. 609 Rm 210
<b>City:</b> Giebelstadt location only
<b>Phone:</b> DSN:352-7578 CIV: 09334-87-7578
<b>Tuition:</b> Call field representative for information.

<b>Name:</b> University of Maryland (UM)
<b>Address:</b> Leighton Barracks Bldg. 15, Larson Barracks Bldg. 9 3rd Fl., Giebelstadt Bldg. 609 Rm 212
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Proximity to site:</b> On site.
<b>Tuition:</b> Call field representative for information.
<b>Comments:</b> Leighton Barracks: CIV: 0931-889-7116 DSN: 350-7116  Larson Barracks: CIV: 09321-702-659 DSN : 355-2659  Giebelstadt: CIV: 09334-87-7543 DSN: 352-7543

<b>Name:</b> University of Oklahoma
<b>Address:</b> Leighton Barracks, Building 15
<b>City:</b> Wuerzburg
<b>Phone:</b> DSN: 350-6414 CIV: 0931-889-6414
<b>Proximity to site:</b> On-site
<b>Tuition:</b> Call field representative for information

## Adult or Continuing Education

Adult Education services are furnished by 3 Education Centers in the 417th BSB; Kitzingen (Larson), Giebelstadt Army Airfield, and Wuerzburg (Leighton) locations. Various College Representatives are located at all three locations to assist anyone desiring to continue university studies and/or military studies.

Embry Riddle Aeronautical University has only one location: Giebelstadt AAF.

<b>Name:</b> Giebelstadt Education Center
<b>Address:</b> Bldg. 609
<b>City:</b> Giebelstadt AAF
<b>Phone:</b> 09334-87-7291
<b>DSN Phone:</b> 352-7291

<b>Name:</b> Larson Education Center
<b>Address:</b> Larson Barracks Bldg. 9
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-702-774
<b>DSN Phone:</b> 355-2774

<b>Name:</b> Leighton Education Center
<b>Address:</b> Leighton Barracks, Bldg. 15
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-7118
<b>DSN Phone:</b> 355-7118

## Special Education

Superintendent of Schools

Location..... : Harvey, Bldg 154  
Telephone..... : DSN 355-8761 CIV 09321-305-761  
Hours..... : M,T,W,Th,F 07:30-16:30

Comments..... :  
Programs available include services for various types of impairment to include learning, emotional, communication, and services for children with disabilities. Medically related support services are also provided via the USAMEDDAC 67th Combat

Hospital Educational and Developmental Intervention Services (EDIS) Program.

Preschool for children with Disabilities: Ages 3-5

Programs are available in the following schools: Wuerzburg Elementary and Kitzingen Elementary

Eligibility:

Significant developmental delays are identified through a multi-disciplinary assessment in one or more of the following developmental areas: 1. Physical Development 2. Communication Development 3. Cognitive Development 4. Social/Emotional Development 5. Adaptive/Self-Help Development

Contact the Case Study Committee Chairperson at the school in your community. Bring any supporting information, i.e., Individual Education Program(IEP), Individual Family Service Plan (IFSP), assessments.

Learning Impaired for Mild to Moderate: Ages 5-21

\*Programs for Learning Impaired, Mild to Moderate, are available in all Wuerzburg District Schools.

Learning Impaired for Moderate to Severe: Ages 5-21 \*Programs for Learning Impaired, Moderate to Severe, are available in the following schools: Wuerzburg Elementary School Wuerzburg Middle School Wuerzburg High School

Related Services:

\*Students on an IEP may receive speech and/or language therapy counseling services, Occupational Therapy, Physical Therapy, Social Work Services, or Clinical Psychologist as a related service.

Sure Start: Ages 3-4 (Non-Special Education)

The Sure Start program is an early childhood program that is based on the well established Head Start model. The program's goals for children and their families include comprehensive services, parent involvement, family support, training and technical support, and a collaborative effort.

This full day, preschool program is located at the Wuerzburg Elementary School. Students are eligible on a school year basis; however, other students are

accepted in due to attrition. Criteria which might qualify children are:

\*One or both parents speak English as a second language. \*Low family income. \*A parent who does not have a high school diploma. \*A mother who was under the age of 18 when the child was born. \*A family who has 3 or more young children all close in age. \*Children from single parent military homes. \*Children with mild disabilities.

Questions on the above programs should be directed to your school principal, or to the Special Education Coordinator for the Wuerzburg District, 09321-300645 or DSN: 355-8764.

## Employment

### Employment Overview

For more information on this subject:  
[www.chrma.hqusareur.army.mil](http://www.chrma.hqusareur.army.mil)  
<http://www.chrma.hqusareur.army.mil>

The United States Army in Europe employs about 6,500 family members. There are two major types of civilian employment opportunities available: Appropriated Fund (AF) jobs paid by tax dollars and Nonappropriated Fund (NAF) jobs paid from money generated by morale, welfare, and recreation activities.

Employment opportunities, though limited, are available primarily in central and southern Germany. However, opportunities also exist in Belgium, the Netherlands, England, and Italy.

The US Army Europe (USAREUR) recruitment program is centralized out of the Civilian Personnel Operations Center (CPOC) in Seckenheim, Germany. The CPOC is supplemented by 9 regional Civilian Personnel Advisory Centers (CPACs), with 14 additional Branch offices located throughout Europe. The CPAC that services the Wuerzburg area is located in Kitzingen.

The USAREUR Family Member Program provides special hiring authority for Family Members without prior Federal service, placement into local national positions, and military spouse and family member preference for APF jobs GS-1 thru GS-15. For NAF jobs GS-8 equivalent and below and hourly paid positions.

Applicants residing in Europe must use Resumix procedures and forms when applying for APF vacancy announcements.

Upon arrival, the nearest CPAC may be contacted to obtain a complete listing of USAREUR employment opportunities and application procedures.

Adults arriving in the 417th BSB, and interested in employment, should contact the Employment Readiness Program (ERP) at ACS for up-to-date job information, education and volunteer resources. ERP offers classes, programs, workshops, and individual sessions on employment options in the local area. Drop by to review the employment board for private and contract openings, or schedule an appointment for federal resume assistance. And remember, adults interested in gaining employment upon arrival should hand carry all documents needed to complete the hiring process. Suggested documents to hand carry might include: disk with resume; hard copy of most recent resume; transcripts; certificates; licenses; SSN card; etc.

Good Prospects..... : Administrative Support and clerical, nursing, teacher, child development

Fair Prospects..... : Sales/Retail, Food Service, Night stockers, Baggers

Poor Prospects..... : Data Entry, Engineer, Research

<b>Name:</b> Employment Readiness Program
<b>Address:</b> ACS, Leighton Barracks, Bldg. 14, Larson barracks, Giebelstadt Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, 7 Giebelstadt
<b>Comments:</b> Leighton Barracks CIV: 0931-889-7103 DSN: 350-7103  Larson Barracks: CIV 09321-702848 DSN 355-2848  Giebelstadt AAF: CIV: 09334-87-7877 DSN: 352-7877

## Federal Civilian Employment for Spouses

<b>Name:</b> Civilian Personnel Assistance Center (CPAC)
<b>Address:</b> Harvey Barracks, Bldg. 109
<b>City:</b> Kitzingen
<b>Phone:</b> DSN: 355-8281 CIV: 09321-305-8281
<b>Proximity to site:</b> 15 kilometers, serviced by shuttle bus.
<b>Comments:</b> This office maintains job listings for all appropriated and non-appropriated fund positions in the Kitzingen, Giebelstadt, and Wuerzburg areas. As jobs are in short supply throughout USAREUR at this time, applicants should plan on being out of work for 6 months or longer. ACS encourages you to volunteer in the interim.  Spouses on Leave Without Pay (LWOP) must bring the following documents to the nearest CPAC, for non-competitive placement consideration: SF50 showing LWOP Status A copy of their orders bringing them to Germany DD214 if applicable Transcripts if applicable

## Permanent Employment Resources

<b>Name:</b> Army & Air Force Exchange Service (AAFES)
<b>Address:</b> Faulenberg Kaserne, Bldg. 221
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-284940
<b>Proximity to site:</b> Approximately five (5) kilometers from Leighton Barracks.
<b>Comments:</b> This office is responsible for hiring for the post exchanges, shoppettes, Burger Kings, Sight & Sounds, Food Malls and theaters.

<b>Name:</b> Community Bank
<b>Address:</b> Leighton Barracks, Bldg. 11
<b>City:</b> Wuerzburg
<b>Phone:</b> DSN 350-6111/CIV 0931-709027
<b>Comments:</b> This facility may have Contract Employment opportunities available.

## Temporary Employment Resources

Comments..... :

There are no services currently available for temporary employment.

## Non-Paid or Volunteer Opportunities

<b>Name:</b> Installation Volunteer Coordinator (IVC)
<b>Address:</b> Leighton Barracks, Bldg. 14
<b>City:</b> Wuerzburg, Germany
<b>Phone:</b> DSN: 350-7103/CIV: 0931-889-7103
<b>FAX:</b> DSN: 350-6587/CIV: 0931-889-6587
<b>Proximity to site:</b> 15 kilometers, serviced by shuttle bus.
<b>Comments:</b> Volunteering enables you to help others, serve the community, share your talents, meet new people, refresh and enhance your job skills, establish professional contacts and test new careers. There are over 50 agencies utilizing volunteers in the 417th Base Support Battalion. These agencies offer job skill refinement and/or training. Volunteer Recognition programs are active within each organization as well as the overall volunteer program.  Change The World, Volunteer!!!

## Chambers of Commerce

The Chamber of Commerce is not available overseas.

## Private Sector Employment

Comments..... :

There are very few prospects for private sector employment in this area. German work permits, if granted, preclude the individual from federal employment.

## Government Employment

See Employment Overview for information in this area.

## Professional or Occupational Licensing

Professional licensure applies to nurses, teachers, and doctors.

## Networking Opportunities

Contact your Army Community Service, Employment Readiness Program for networking opportunities in the community.

## Medical And Dental

### Medical and Dental Overview

Wurzburg has a hospital facility located approximately five minutes from Leighton Barracks. This hospital offers family practice, an outpatient clinic, and an emergency room for after-hours and weekend emergencies. Active duty soldiers and Exceptional Family Members seeking care for the EFM condition are the first priority for medical services. They are entitled to receive complete and quality treatment. Family members are the second priority and are entitled to medical services, contingent upon the availability of space, facilities and the capabilities of the medical staff. When services are unavailable, beneficiaries may be referred to local services if enrolled in TriCare Prime. TriCare Standard enrollees will have to wait for availability of services. Military retirees, their family members and family members of deceased military retirees are provided services when facilities and staffing permit. TriCare is not yet available to retirees in Europe. Call the TriCare/CHAMPUS advisor at the hospital for more information.

Clinics operate by appointments and their hours are 0730-1630, Monday through Friday, unless otherwise indicated. Walk-in services are available as well as same day appointments. A valid ID Card must be presented to receive any care except emergency care.

### Medical Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Central Appointments		0931-804-3854
Dental		0931-889-6638
Educational and Developmental Intervention Services (EDIS) - formerly EFMS clinic		0931-804-3503
Emergency Room		CIV: 0931-804-3700
Immunization		0931-804-3240
Information		0931-804-3113
Neurology		0931-804-3885
Optometry		0931-804-3712
Orthopedics		0931-804-3725
Pediatrics		0931-804-3829
Pharmacy		0931-804-3613
Same Day Appointments		0931-804-3740

### Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

<b>Name:</b> CHAMPUS/TriCare
<b>Address:</b> 67th CSH Hospital
<b>City:</b> Wuerzburg
<b>Phone:</b> DSN: 350-3372 CIV: 0931-804-3372
<b>Comments:</b> Active duty service members and their families are encouraged to enroll in TriCare upon arrival.

hospital, and a full compliment of other medical services. Contact the TriCare representative at the 67th Combat Support Hospital for a current listing of accepted providers. Remember, you must receive a referral from your primary care physician prior to utilizing on-the-economy service providers.

<b>Name:</b> 67th EVAC Hospital
<b>Address:</b> Leighton Community
<b>City:</b> Wuerzburg
<b>Phone:</b> DSN: 350-3666/ CIV: 0931-804-3666

### Community Hospitals

As TriCare expands, listings of local service providers will increase. Wuerzburg has over 250 doctors in a variety of specialties, a University

### Dental Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Dental		0931-804-3638

### Family Member Dental Plan

There are two options available for receipt of dental services.

Option 1: Spouses and family members can receive general dental care free of charge at the clinic. The basic procedure is currently as follows: Qualified members need to stop by the clinic to establish records. Once records are established, the family member will be scheduled for an initial routine appointment.

Option 2: Continue or consider enrollment in the TriCare Family Member Dental Plan.

<b>Name:</b> TriCare Family Member Dental Plan (TFMDP)-Customer Service
<b>Address:</b> United Concordia Companies, Inc. (UCCI)
TFMDP OCONUS Dental Unit, PO Box 898238
<b>City:</b> Camp Hill, PA 17089-8238
<b>Phone:</b> 1-717-975-5017
<b>WWW Link:</b> <a href="http://www.ucci.com">http://www.ucci.com</a>
<b>Comments:</b> The TriCare Family Member Dental Plan (TFMDP) is a comprehensive and affordable dental plan available to eligible spouses and children of active duty Uniformed Service Members. The TFMDP has cost shares, benefit maximums and coverage limitations similar to typical group dental insurance plans. To be eligible for TFMDP enrollment, sponsors must intend to remain on active duty for at least 24 months and this commitment must be confirmed by their parent Uniformed Service. Enrollment and/or changes to enrollment can be accomplished by filling out a DD Form 2494 or 2494-1 at the sponsor's servicing personnel office. Please read these forms carefully as they provide detailed information on enrollment options, limitations, and when TFMDP coverage begins. Upon enrollment, the sponsor must pay the monthly premium through their Uniformed Services payroll account- the Government pays 60% of monthly premiums. Before providing care to family members, some dental providers may ask to see a copy of the sponsor's Leave and Earnings Statement showing the dental plan payroll deduction. Coverage is worldwide and portable between assignments. United Concordia Companies, Inc. (UCCI) administers the TFMDP. Detailed TFMDP coverage and enrollment information can be found in the TFMDP benefit booklet. For more information about the program, visit UCCI's web site or contact them at 1-800-866-8499 for information on the TFMDP in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands, or 1-717-975-5017 (toll call) for information on the TFMDP in all other locations. In overseas locations, enrolled sponsors and family members must contact their servicing overseas dental treatment facility and/or Overseas Lead Agent before seeking treatment from host-nation dental providers, except for emergency care.

## Housing

### Housing Overview

For more information on this subject:  
PCS House Express  
<http://www.pcshouseexpress.com/>

There are four types of housing: government owned, government rental program, leased, and privat rental. Housing is generally in short supply requiring the service member to arrive unaccompanied. Rooms are generally small so you may not want to bring too much furniture; however, contact housing before shipping to find out what furniture is not available -- remember to get a statement of non-availability to increase your weight allowance for these items.

Housing is in short supply. The housing on the economy has small rooms so you may not want to bring too much furniture. Living on the economy is great way learn about Germany and its people, However, it can also be expensive.

The 417th BSB Housing Division Web Site has undergone its first major revision. You'll still find loads of useful information, answers to frequently asked questions, floor plans to view or print and links to other sites of interest, but now it has a whole new look and feel. Now you'll find on-line versions of 98th ASG Regulation 210-50, "Housing" and the "BSB Housing Manual" with all referenced enclosures and related BSB Commanders Policy Memorandums that can be searched for key words or downloaded for printing. We've also added links to the IID and DISCOM home Pages. in addition, we've added lots and lots of photographs just "reload" or "refresh" each image page to see more photographs.

For more information on this subject visit web site above.

### Housing Allowances

Since these are undergoing changes per federal law, you are encouraged to contact your local finance office for the limits.

## Housing Allowances

Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:	
Rates and Allowances Home Page	<a href="http://www.dtic.mil/perdiem/rateinfo.html">http://www.dtic.mil/perdiem/rateinfo.html</a>
Basic Allowance for Housing	<a href="http://www.dtic.mil/perdiem/bah.html">http://www.dtic.mil/perdiem/bah.html</a>
Overseas Housing Allowance	<a href="http://www.dtic.mil/perdiem/allooha.html">http://www.dtic.mil/perdiem/allooha.html</a>

### Government Housing

Housing Referral Office

Location..... : Larson Barracks Bldg. 12  
 Telephone..... : DSN 355-2827 CIV  
 09321-702-2827 Hours..... : MTWF  
 0800 - 1530 TH 1230-1530

No advanced housing - soldiers must be physically in the command to apply for Government quarters.

### Community Housing

Finding affordable housing on the economy is not easy - all service members requiring housing are required to inprocess with family housing.

If you live on the German economy there are some things that are good to be aware of:

\* Familiarize yourself with the "Hausordnung" or house rules. They are an important part of a German rental agreement.

\* Dress properly before meeting prospective landlords.

\* Many landlords speak English, and it is also a great chance for you to practice your German language skills. Talking can help you avoid a lot of misunderstandings.

\* Keep a clean home while you live there and make sure it is clean when you move out.

\* Get your landlord's approval before subletting your apartment or taking a roommate. Also, it is a good idea to tell your landlord when guests will be visiting longer than a few days.

\* Get your landlord's permission before making alterations, modifications, or additions, to the dwelling.

\* Oral agreements are binding by German law, and it can be disastrous if you find yourself in court.

<b>Name:</b> Family Housing Office
<b>Address:</b> Larson Barracks, Bldg. 12
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-702-827
<b>DSN Phone:</b> 355-2827
<b>Comments:</b> Hours of Operation: MTWF: 08:00-15:30 TH: 12:30-15:30  Family Housing currently has 750 private rentals on their books. There are some local agencies that will assist you in locating housing on the economy. Check with Family Housing for details to see if you are eligible to use these services.

### Utilities

Bundespost (German Post Office)

Location..... : Leighton Barracks, Bldg 10  
 Telephone..... : CIV 0931-709021

Telephone Service. You are encouraged to attend the ITC briefing and learn about telephone costs and contracts before committing yourself to any service.

#### US Equipment

Corded: Bring your corded US phone/FAX if it is tone/pulse switchable. Adapters are low cost (about \$7.00 in the AAFES).

Wireless: DO NOT bring your US wireless phone as it is illegal to use in Germany.

Cell Phone: If you have a US cell phone, check with your provider how calls will be routed!!!! There have been cases where calls were routed from Germany to the US and then back.

#### German Equipment

Rented: German contract laws apply. Currently equipment rentals are 3-5 years with penalty clauses for early return.

Corded: German phones are EXPENSIVE and each feature costs extra.

Wireless: Again, expensive and they are illegal for use in the US.

Cell phone: Contracts are currently for 2 years. These have AUTOMATIC renewal periods unless you provide written notification of cancellation

during a specific period of time! Always see legal assistance before signing a contract.

There are a number of start-up companies offering telephone services at this time. There are also call-back services which desire bill placement on a credit card or direct access to a bank account. You are encouraged to take all contracts to legal services before committing yourself. Not all providers have materials in English at the present time; therefore, information is based on Telekom.

Rate/Cost Per Unit (Unit = time of day, distance called, time talked: Installation Fee: 50 Euros - Nonrefundable Deposit: Depends upon past record Military Waiver of Deposit: None

Stadtwerke Wuerzburg  
Location..... : Bahnhofstrasse

The Stadtwerke Wuerzburg provides information and hookup for gas, water, electric and heating in the immediate Wuerzburg area. Any outlying areas may have different utility companies - contact your housing office for more information.

## Relocation Services

### Relocation Services Overview

The Army Community Service office located on Leighton Barracks, Building 14, Larson Barracks, and Giebelstadt AAF Bldg. 609, has information that can help you to make a smooth move. Relocating to Germany can be a fun and exciting adventure if you are prepared and informed. ACS Relocation operates a lending closet with basic kitchen items -- loan period is 60 days. There are NO LINENS AVAILABLE so please bring them with you or be prepared to purchase new on arrival. Some service members who are assigned to the Wuerzburg area are unaccompanied until housing is available; then orders are processed for the family members to join them. If family members chose to accompany the service member without orders they will not receive any temporary housing allowance (TLA) while waiting to find housing and the entire cost of the move may be borne by the service member. Additionally, families who elect to travel (arrive) as tourists without orders will not be given any priority for housing, nor will they be command sponsored. It is essential that family members wait until all of their paperwork is in order before coming to Germany. It is also recommended, if at all possible, to have the HHG shipment released before leaving CONUS. Many individuals have experienced long delays in receiving

their shipments because the message to release them was not received.

<b>Name:</b> Relocation Readiness Program
<b>Address:</b> ACS Leighton Bldg. 14, Larson, Bldg. 12, Giebelstadt Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Comments:</b> The Relocation Readiness Program can assist transitioning soldiers and family members with the Lending Closet, Welcome Packets, and SITES Information

### Relocation Assistance

For more information on this subject:  
SGT Mom's Relocation  
<http://www.sgtmoms.com/>

The various programs in Army Community Service (ACS) as well as those offered by the Relocation Readiness Program can be extremely valuable as you transition to a new location especially overseas.

One of the services offered by the Relocation Readiness Program is the Lending Closet. The Lending Closet is a service offered to service members and their families, DOD civilians, and retirees. Household items such as kitchen utensils, pots and pans, dishes, microwaves toasters, irons, baby items and much more can be borrowed for up to 60 days. All that is required of you is to fill out paperwork when you come into the Lending Closet and bring in a copy of orders that we can keep on file.

Another service offered is the Newcomer Orientation & Welcome program. This program is for family members or anyone who holds an ID card. The purpose of this program is to assist newcomers with their transition to Germany by touring and getting to know the different communities of the 417th BSB. The program consists of 4 days of orientation (briefings, tours etc) throughout each month. You will learn how to use the bus and train system, eat lunch at a German restaurant, walking tours of the downtown areas, briefings and tours of on-post facilities and programs, and much more.

If you have not received a Welcome Packet from you Sponsor, make sure you visit the Relocation Readiness Program, ACS, Bldg. 14, Leighton Barracks, Bldg. 12, Larson Barracks, and Bldg. 609, Giebelstadt Army Airfield.



## In Transit Emergencies

No matter how well you've planned, emergencies do happen. What should you do in case of an emergency while you are traveling?

In case of an in-transit emergency, in the US, look for the nearest military installation for help or dial 110 from the nearest pay phone. If there is no installation listed for the area contact the local operator for a hospital or road service, depending on the emergency.

In-transit overseas, again, try to contact the closest military installation, or consulate for assistance.

Make sure you have all important papers with you - not packed with your household goods. Numbers for your Commander, Orderly Room, and your sponsor can be invaluable in case of emergency while in transit.

The Red Cross is always available for emergency aid anywhere you may be. Contact the nearest chapter (phone numbers are usually listed in the white pages of the local phone directory). They have a contract with Army Emergency Relief and can help with emergency financial assistance. They can also contact individuals that will need to know where you are and what's happening.

Plan for the unexpected and it probably won't happen.

## Financial Preparedness

**MOVING EXPENSES:** It can be very expensive for an individual or a family to move to Germany. It is recommended that a cash reserve of at least 3 to 6 months pay be saved before your move to Germany.

**PAY CHANGES:** Many service members encounter pay delays in establishing authorized allowances, receipt of travel claims, and other pay problems that can cause a great financial hardship.

**LOSS OF DUAL INCOME:** If you presently have a dual-income family, prepare early for the loss of that second income when your spouse leaves the US to join you.

**GERMANY HAS HIGHER COSTS...**For car insurance (very high).It is recommended that you contact an insurance company in CONUS that has an affiliated company in Germany to get estimated insurance costs so you can make an informed decision on the actual cost of operating your car in Europe.Telephone costs, especially international calls

and E-mail/Internet provider service (remember, a package plan DOES NOT INCLUDE the on-line phone time/cost.)

Army Community Service offers a Financial Readiness Program can help you with basic Budget Counseling, Debt-Liquidation,and Checkbook Maintenance. The Financial Readiness Program offers these classes at both ACS and in your unit. Call DSN 355-8619 or CIV 09321-305-619.

## Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program is a service of Army Community Service. See the "Family Centers" section for information on EFMP.

## Household Goods In-Bound Shipments

<b>Name:</b> Transportation Office (Inbound Property)
<b>Address:</b> Larson Barracks, Bldg.1
<b>City:</b> Kitzingen
<b>Phone:</b> DSN: 355-2396 CIV: 09321-702-396

## Household Goods Out-Bound Shipments

<b>Name:</b> Transportation Office Outbound
<b>Address:</b> Larson Barracks, Bldg. 1
<b>City:</b> Kitzingen
<b>Phone:</b> DSN: 355-2688/CIV: 09321-702688

## Household Goods Claims

If you discover loss or damage upon delivery, you are required to list the loss or damage on the "Joint Statement of Loss or Damage at Deliver" (DD Form 1840). The carrier(s) representative will provide you with this form at the time of delivery. This form is to be completed jointly by you and the carrier(s) representative who is delivering the shipment. The DD Form 1840 serves as a notice to the carrier of loss or damage and a receipt of delivery.

If you discover additional loss or damage not annotated on the DD Form 1840, you must use the "Notice of Loss or Damage" (DD Form 1840-R) on the reverse of the DD form 1840. You have up to 70 days to inspect your property and record all loss or damage. 7 days only on moves (local and linehaul) under German tender. In all instances, the completed DD forms 1840/1840R must be delivered to you local claims office no later than 70 days from the date of

delivery. Failure to deliver the form or list may result in a reduction of the amount payable on your claim.

You have two years from the date your shipment was delivered to file your claim against the government. However, to assure prompt settlement, claims should be filed as soon as possible. Remember that you cannot legally receive double payment for the same damage. Should this happen, you would be responsible for returning and over payment to the government.

If you sustain property loss or damage, promptly contact the claims office for assistance. You must allow both the government and the carrier to inspect the damage if either request to do so. Do not dispose of damaged items until the damage has been inspected by all proper parties or you have been notified to dispose of it. In the case of mildew or smoke-damage, you may be required to keep the articles until you claim is settled, at which time some items may have to be disposed of through salvage channels. Your claims representative can advise you.

<b>Name:</b> Claims Office
<b>Address:</b> Leighton Barracks, Bldg 47 (Leighton/Giebelstadt soldiers)
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-9239/7122
<b>DSN Phone:</b> 350-6239/7122
<b>Comments:</b> Hours of operation M-F-8:00-1200,1300-1700

## Household Goods Weight Allowances

Your weight allowance is the maximum weight that can be moved at government expense under the Joint Federal Travel Regulations (JFTR) related to your pay grade, length of tour and family/single status. (please contact the Transportation Office for exact weights), this allowance includes the weight of household goods and hold baggage you ship, plus anything you have in storage. You, not your transportation officer or carrier, are responsible for staying within this weight allowance. If the weight of items packed, shipped or stored exceeds that amount, you must pay all charges connected with the excess weight. For this reason, estimating the weight of your household goods is very important.

Estimates should start early, even before you visit your transportation office to set up the move. You should make the first estimate because the counselor at your transportation office will ask you how much weight you will be shipping. Use the inventory form supplied by Transportation Office, and your counselor will estimate the weight/volume for you. An easy and fairly dependable method for making this estimate is to figure 1,000 pounds per room (not including storage rooms or bathrooms) and then add the estimated weight of large appliances and items in the garage, storage rooms, basements, etc. As a double check later in the movement process, count the number of items on the inventory form used by the carrier, then multiply the number by 40 pounds. This is another rule of thumb method for estimating the weight of your shipment. If, while your goods are being packed and loaded, there is evidence that the shipment will exceed your weight allowance, you may want to call your transportation office. People there can estimate the costs associated with your excess weight. This way you will be somewhat prepared for charges you will have to pay. If you are separating from the service and will not remain in a pay status, excess cost must be paid in advance of this shipment. In some overseas areas, administrative weight allowances are set on the amount of household goods that can be shipped at government expense. If you are being provided government furniture, for example, the government will not pay to ship your full JFTR weight allowance. If you are affected by an administrative weight allowance, the counselor at your transportation office will let you know how many pounds you can ship. At the same time, if your overseas area does not provide certain types of furniture, you may request an increase in your authorization to cover shipping these items -- remember, the increase authorized must be on your orders. Additionally, you may use the professional materials category. If you are required to have certain books or materials for your job, these professional items, again listed separately, do not take away from your personal weight limits. Kitzingen Transportation Office will use inventory provided by customer to make a reliable estimate when shipment arrangements are made. Customer will be advised well in advance of the shipment of any excess weight. For single/unaccompanied soldiers moving from CONUS to Germany, 25% of below figures apply:

### Household Goods Weight Allowances

<b>Grade</b>	<b>Allowance w/Dependents</b>	<b>Allowance wo/Dependents</b>
E1	5,000	1,500
E2	5,000	2,000
E3	7,000	3,500
E4	8,000	7,000
E5	9,000	7,000
E6	11,000	8,000
E7	12,500	10,500
E8	13,500	11,000
E9	14,500	12,000
W-1	12,000	10,000
W-2	13,500	12,500
W-3	14,500	13,000
W-4	17,000	14,000
O-1	12,000	10,000
O-2	13,500	12,500
O-3	14,500	13,000
O-4	17,000	14,000
O-5	17,500	16,000
O-6+	18,000	18,000

### POV In-Bound Shipments

You are allowed to ship one privately owned vehicle at government expense to or from an overseas area when permitted (some overseas areas restrict shipment of POVs). The entitlement to ship an otherwise eligible POV from overseas to the United States is not dependent on whether a POV was shipped to the overseas area. The entitlement to ship a POV to the overseas area and the entitlement to ship a POV from the overseas area are separate.

<b>Name:</b> POV In-Bound Shipments
<b>Address:</b> Conn Barracks
<b>City:</b> Schweinfurt
<b>DSN Phone:</b> 353-8010
<b>Comments:</b> Hours of Operation:  Mon-Fri: 08:00-16:00

### POV Out-Bound Shipments

ELIGIBILITY FOR SHIPMENT OF POV AT GOVERNMENT EXPENSE

You are allowed to ship one POV regardless of where it was manufactured, assembled, or bought.

Your POV must meet U.S. Specifications and emissions standards. Do not buy vehicles not

meeting the standards. Refitting in CONUS may cost more than you paid for the car.

For customs purposes it is still advisable to retain your copy of the DD Form 788 with which you shipped you POV to Europe, if applicable. Vehicles bought and/or previously registered in CONUS can be returned from OCONUS without paying import taxes. It remains your responsibility to prove that your POV has been shipped from CONUS to Europe.

Do always remember that your entitlement is for ONE POV only. Subsequent dependent travel orders following your PCS order to Europe are not entitling you to ship a second POV, although dependent travel orders may authorize shipment. This authorization is only applicable if you have not shipped a POV already.

<b>Name:</b> POV Contracting Office
<b>Address:</b> Conn Barracks, Bldg. 35
<b>City:</b> Schweinfurt
<b>Phone:</b> 09721-803618
<b>DSN Phone:</b> 353-8010
<b>Comments:</b> Hours of Operation: Mon-Fri: 08:00-16:00

<b>Name:</b> Transportation Office
<b>Address:</b> Larson Barracks, Bldg. 1 Second Floor
<b>City:</b> Kitzingen
<b>Comments:</b> Phone numbers and Hours of Operation: Information: 355-2390/2391  Mon-Fri: 07:30-16:00 Closed for lunch

## POV Claims

POV claims are made through the Claims Office. Make sure you have all shipping documents. Completed forms are to be taken to the Claims Office or Transportation office within 70 days from the date of delivery. (See the Claims office for more information on the 70 day time frame). An estimate is generally required, but talk with legal assistance before incurring any additional expenses.

<b>Name:</b> Claims Office (Wuerzburg Law Center)
<b>Address:</b> Leighton Barracks, Bldg. 47a
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931889-7122/6239
<b>DSN Phone:</b> 355-7122/6239

## Pet Boarding/Kennels

Stop by any Army Community Service location, to get a listing of pet boarding locations in the communities.

## Pet Licensing

Pets need to be registered with the Wuerzburg Veterinary Clinic as soon as possible after arriving. See Must Know section for prohibited and restricted animal breeds.

## Pet Quarantines

There is no quarantine for any pets coming to Germany.

## Veterinary Services

The Wuerzburg Vet Clinic has one office servicing all three communities in the 417th BSB: Wuerzburg, Kitzingen, & Giebelstadt.

<b>Name:</b> Wuerzburg Veterinary Clinic
<b>Address:</b> Leighton Barracks Bldg 26 72nd Medical Det (VS) SQD 2, Unit 26610
<b>City:</b> APO AE 09244
<b>Phone:</b> 0931-889-7429
<b>FAX:</b> 350-7428
<b>DSN Phone:</b> 350-7429
<b>Comments:</b> Hours of Operation:  Mon-Fri: 08:00-12:00 13:00-16:00 Closed the last working day of each month

## Pet Transportation

For more information on this subject:

Air Animal

<http://www.airanimal.com>

Once you have decided that an animal is going to be your traveling companion, plan for your pet's trip in the same way you plan your own, WELL IN ADVANCE.

Pet Health - A clean bill of health is an important first step in assuring your pet's ability to adjust safely to unfamiliar surroundings. In addition, most states and countries require recent health certificates and disease inoculation documentation before you will be allowed to cross borders, making a trip the veterinarian mandatory. Even if you are traveling within your own state boundaries, it is a good idea to have your pet examined and inoculated. Your pet will be "out of his own back yard" and subject to contact with unknown animals. His chances of contracting disease or infection greatly increases. Have your pet examined by a licensed veterinarian, preferably one who has cared for the animal on a regular basis. Ask the doctor to prescribe a motion sickness pill or sedative as a preventive measure. Don't tranquilize your animal automatically. Sedated animals are more likely to develop problems. NEVER give your pet tranquilizers without your vet's approval and NEVER give an animal any medication that has been prescribed for human use.

Identification - A disaster in the making is a pet in transit without identification. Dogs break free from leashes. Cats dash out of cages cracked open for just a second. The opportunities for pets being separated from their owners are numerous. Avoid the potential loss of a beloved pet by purchasing a comfortable collar (elastic for cats) for your pet bearing complete identification tags. The information should include

your pet's name, your name, address, and phone number. A license tag is also necessary and can be obtained from your local humane organization.

**Carriers** - The carrier in which you pet will be spending most of his trip is of the utmost importance. The Animal and Plant Health Inspection Service (APHIS) has very specific regulations for cages/crates used to transport animals interstate or internationally. **SIZE:** Your pet must have room to turn freely while in a standing position and be able to use normal movements in order to stand erect or lie down in a natural position. Five typical sizes (approximate) are 12" wide x 20" deep x 15" high, which is good for most cats and small breeds of dogs; 17" wide x 24" deep x 20" high, is good for medium-sized dogs such as Poodles, Beagles, Pekinese, Dachshunds, and large cats, 21" wide x 30" deep x 24" high, for slightly larger dogs such as Shelties, Bulldogs, Cocker and English Springer Spaniels; 23" wide x 35" deep x 26" high is good for medium-large dogs such as Dobermans, Irish Setters, Golden and Labrador Retrievers, Dalmatians, Standard Poodles, Collies, Boxers, and German Shepherds; 26" wide x 42" deep x 30" high, which can comfortably contain large dogs such as Weimaraners, Afghans, Malamutes, and Old English Sheep dogs. For very large dogs such as Mastiffs, Great Danes, Newfoundlands, St. Bernard's, and Irish Wolfhounds, a crate will probably have to be specially made.

**Construction:** Crates should be constructed of metal, wood, or heavy plastic of sufficient strength to withstand the rigorous handling it will receive while your animal is in transit.

The carrier must have a solid bottom to prevent leakage. Line the bottom with shredded paper or other absorbent material. APHIS ventilation requirements state that if two walls of a carrier are solid, 16 percent of the surface area of the solid walls must be used for ventilation. If three walls are solid and the fourth is screened, one of the solid walls must have at least half of its surface ventilated. When all four sides are enclosed, at least 8 percent of the surface area of each will be used for ventilation with at least one-third of the upper section and one-third of the lower section ventilated.

**Miscellaneous:** A container for water should be secured to the inside of the carrier positioned so that it can be filled without opening the cage. (Recommend a drip bottle as opposed to an open bowl).

There is a limit to the number of animals permitted per carrier. No more than one adult dog or cat or no more than two puppies or kittens under six months of age or over 20 pounds are allowed in a carrier. (Some exceptions are permitted depending on size of the carrier.)

**Recommendations for traveling by airplane** - Air travel has become the most common way to transport animals. Unfortunately, it is also the most stressful and most fraught with potential hazards.

Federal regulations provide some solutions to the problems of animals traveling by air but owner awareness is still the key factor in assuring the safe arrival of their pets.

**Federal Regulations** - Dogs, cats, and most other warm-blooded animals are protected under the Animal Welfare Act, passed by Congress in 1966 and amended in 1976 to safeguard those same animals when they travel by air. The act is enforced primarily through the United States Department of Agriculture's Animal and Health Inspection Service. The act continues to be updated in an effort to further improve the conditions in which animals travel. Nonetheless, safe air transport of animals continues to cause problems for animals, their owners, and the airlines.

According to federal regulations, an airline cannot accept an animal unless:

1. The animal must be at least 8 weeks old.
2. Certified as healthy within 10 days prior to departure.
3. Secured in a carrier which meets the required standards.
4. Adequately identified in the manner specified by APHIS.

Because airlines can be fined for not adhering to these regulations, animals will be turned away at a ticket counter, so it is to your advantage to be conscientious in preparing for your pet's journey.

Safeguards you can take to minimize improper handling of your pet:

1. Arrange for non-stop, direct flights.
2. Reconfirm that your pet is in the luggage area when you check in at the departure gate and ask the senior flight attendant to notify the captain that the an animal is on board, either in cargo or cabin.
3. If possible, have your pet hand carried to the plane when departing, and to the baggage area upon arrival.
4. If you must ship an animal alone, have someone you know and

trust be at the destination point when the airplane arrives.

It is important to remember that most airline crews receive no special training for handling animals and not all are pet owners themselves. They cannot be expected to know the needs of your pet or recognize signs of trouble. It is only through your careful attention to detail that your pet can be assured a safe trip.

## **PCS Reporting Procedures**

### **INPROCESSING**

New arrivals must in process through the 64th Replacement in Frankfurt/Rhein-Main, prior to coming to the 417th Base Support Battalion Central Processing Facility or you will have to go back after arriving to the 417th Base Support Battalion CPF. The only exception to policy is LTC and above, CSM, and CW4 s.

The in processing program begins with unit in processing the day after the soldier arrives in theater and continues for 12 consecutive workdays.

Per Command Policy Letter # 20, soldiers will not be available for their units of assignment for training exercises, deployments, physical training, or other work-related duties while in processing, only the first General Officer in the chain of command may approve requests to delay the in processing start date, remove enrolled soldiers from the in processing program or waive mandatory in processing events or training. Within 5 work days after their family arrives soldiers and their spouses will visit the CPF for supplemental in processing.

### **OUTPROCESSING**

The out-processing and clearing process is covered in USAREUR 612-1.

The Central Processing Facility (CPF) hold PCS briefings for you and your spouse the first and third Tuesday of every month at the Larson Theater from 0900-1100, appointments are not required and you will not have to bring anything to attend the briefing. At the briefing you will receive information on Out-Processing procedures, entitlements, and requirements concerning Personnel, Finance, Medical, Transportation, Housing, Vehicle Registration, Education, Customs, TRICARE, and Relocation.

The standard for issuing of PCS orders is 75-180 calendar days before departure. Once these orders are received, you can begin exercising PCS entitlements.

Between 30 and 60 calendar days before departure you should arrange for shipment of unaccompanied baggage, household goods, and your privately owned vehicle (POV). The Pre-Inspection of your quarters should be scheduled 30 days before your departure.

Fifteen (15) duty days prior to departure, the CPF places your name in the UCAS Pre Clearance system. You must bring a copy of your orders Mon-Fri (Closed USAREUR training and Federal holidays) between the hours of 0800-1545. All Out-Processing Work Centers have five working days to access the UCAS pre clearance roster and show a need to out process you in person. If the CPF does not receive a response from a Work Center about your name then that Work Center will show up as pre cleared on your DA form 137-E (Installation Clearance Record).

Not more than ten (10) duty days before departure, the CPF will conduct an individual clearance interview with you. At this meeting you will be briefed on what Out-Processing requirements remain to be completed. You will get a DA Form 137-E (Installation Clearance Record) and given an appointment for your final CPF briefing. Things you are required to bring to pick up your clearing papers: Two (2) copies of orders and all amendments, one (1) copy of your Flight Itinerary and one (1) copy of your DA-31 Leave Form. Clearing papers are issued between the hours of 1300-1545.

Between your individual clearance interview and your final clearance appointment, you will have time (not more than 10 duty days) to clear any Work Centers that did not pre clear you.

Two duty days before your departure you will go to CPF for your final clearance. The CPF will review your DA Form 137-E (Installation Clearance Record) to ensure that you have met all the Out- Processing requirements. Final Outs are done between the hours of 0800-1030 Mon-Fri (Closed USAREUR Training Holidays and Federal Holidays). Things required to Final out (PCS, ITT, COT):

Four (4) copies of orders and amendments  
NCOER /OER or a memo  
PERSTEMPO printout or a memo  
DA-31 Leave Form  
Completed DA 137-E clearance papers  
Duty uniform (BDU s)

Things required to Final out (ETS, RETIRING, CHAPTERED):

Medical, Dental and Education records (SM s are not authorized to pick up dependents medical/dental records) upon ETS, RETIRING, CHAPTERED

Separation Physical or waiver if required

DD 2648 ACAP printout

New ID card with required expiration date given to you from the Transition Center.

Completed DA 137-E clearance papers

Service members who are being chaptered must have an escort, Power of Attorney for items not completed prior to your final out and a memo from their Commander authorizing their appointee to complete his final out

Duty uniform (BDU s)

The duty day before your departure is available for clearing or Out-Processing any activities identified by the CPF during your final clearance interview as not properly cleared.

#### Uniforms

You must be in uniform for all appointments with the Central Processing Facility. The decision about whether you need to wear your uniform when clearing other facilities lies with your unit and the facility you are clearing.

#### USAREUR Community Automation System

When you Out-Process from the 417th Base Support Battalion much of your clearing will be done for you by UCAS. UCAS stands for USAREUR Community Automation System.

The purpose of UCAS is to provide one stop, one chair, Out-Processing for the soldiers in USAREUR. Although UCAS has not completely achieved this goal, it is moving in that direction and is continuing to strive to reach that goal. For Out-Processing, most organizations now log into the UCAS computer and pre-clear soldiers they do not need to see. This way, the soldier, does not have to physically visit organizations that do not need to see them. This not only makes life easier for the soldier, but also greatly reduces Out-Processing time.

<b>Name:</b> Central Processing Facility (CPF) (In/Out Processing)
<b>Address:</b> Larson Barracks, Bldg. 12 Rm 108
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-702-522
<b>FAX:</b> 09321-702-524
<b>DSN Phone:</b> 355-2522
<b>DSN FAX:</b> 355-2524
<b>Comments:</b> Hours of Operation: Mon-fri: 08:00-16:00 Closed Federal Holidays

### Separation Procedures

The 417th Base Support Battalion has a very active Family Support Groups, which are there to support families dealing with separation. Also check other support agencies like the Family Assistance Center, at your local ACS.

<b>Name:</b> Army Career & Alumni Program (ACAP)
<b>Address:</b> Larson Barracks, Bldg. 60
<b>City:</b> Kitzingen
<b>Phone:</b> DSN 355-2438 CIV 09321-702-438
<b>Comments:</b> ACAP is an army-wide program designed to help soldiers, civilian employees, and their family members make a smooth transition into civilian life. The program provides professional and quality assistance in career guidance, benefits counseling, and job search skills.

### Billeting

#### BILLETING OFFICE

Location..... : Leighton Barracks,  
Wuerzburg Telephone..... : DSN 350-  
1700/CIV 0931-8891700 Hours..... : Call  
for information

## Unaccompanied PCS

<b>Name:</b> SATO Travel (PCS/ETS/TDY/Leisure Travel)
<b>Address:</b> Leighton Barracks, Bldg. 13 Larson Barracks, Bldg. 1
<b>City:</b> Wuerzburg & Kitzingen
<b>Comments:</b> Wuerzburg ( Leighton) CIV: 0931-705-680 DSN: 350-7161 Kitzingen ( Larson) CIV: 09321-6405 DSN: 355-2690

## Support Services

### Support Services Overview

Human Resource Division provide services through Army Community Service, Youth Services, and the Installation Volunteer Coordinator. In addition, professional services for counseling are provided through Mental Health Services and Social Work Services. There are no state social services available OCONUS. This means that Food Stamps, WIC Vouchers, and Welfare programs are NOT available.

### Family Centers

<b>Name:</b> Army Community Service (ACS)
<b>Address:</b> Leighton Barracks Bldg. 14, Larson Barracks Bldg. 12, Giebelstadt AAF Bldg 609
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Comments:</b> Leighton Barracks: Civ; 0931-889-7103 DSN: 350-7103 Mon-Fri: 0800-1700 Sat-Sun: Closed  Larson Barracks: Civ: 09321-702-848 DSN 355-2848 Mon-Fri: 0800-1700 Sat-Sun: Closed  Giebelstadt: Civ: 09334-877-877 DSN 352-7877 Mon-Fri: 0800-1700 Sat-Sun: Closed

<b>Name:</b> Army Family Team Building (AFTB)
<b>Address:</b> Leighton Barracks Bldg. 14, Larson Barracks, Bldg. 12, Giebelstadt Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, & Giebelstadt
<b>Phone:</b> Same as ACS
<b>Comments:</b> Army Family Team Building s (AFTB) mission is to educate and train The Army in knowledge, skills, and behaviors designed to prepared Army families to move successfully into the 21st century. AFTB assists family members in their personal and military lives through comprehensive classes. Classes are divided into three levels based on a family member s experience and the number of years associated with military life. AFTB provides family members, soldiers, and civilians a basic understanding of the Army and its expectations along with the tools to achieve success in the military community. Classes are offered in Wuerzburg, Kitzingen, and Giebelstadt. For more information or to register for a class, contact Army Community Service.



<b>Name:</b> Deployment/ Mobilization Readiness Program
<b>Address:</b> Leighton Barracks Bldg. 14, Larson Barracks Bldg. 12, Giebelstadt AAF Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, & Giebelstadt
<b>Phone:</b> 0931-889-7103, 09321-702-848, 09334-87-7877
<b>DSN Phone:</b> 350-7103 or 355-2848 or, 352-7877
<b>Comments:</b> Mobilization & Deployment (Mob/Dep) provides family support for active duty and reserve families who are facing military separation due to deployment. Mob/Dep provides training and coordination on a variety of subjects to include Operation READY, Family Readiness Group training, Rear Detachment Officer /Family Readiness Liaison training, and Unit Service Coordinator oversight. Operation READY is an ongoing series of classes dealing with every aspect of deployment separation. Classes range from preparing for and coping with military separation to reunion communication techniques. The FRG leadership and membership have the opportunity to receive training conducted in two phases. Phase I Leadership Training is provided at brigade level whenever possible. The target audience is the brigade commander, battalion commanders, brigade and battalion command sergeants major, company commanders, first sergeants, other key military personnel, and those spouses who have agreed to serve as family member leaders. Training is by unit request and can be customized to fit specific needs. The basic FRG leadership training includes FRG overview and structure, FRG newsletter guidance, management of FRG funds and fund-raising information, volunteer management, leadership/communication skills, life skills, and an Army Family Team Building (AFTB) overview. Phase II Training for specific target audiences or all members of the FRG is also available. Some topics include phone cell leader guidance, volunteer award nomination writing, newsletters, and dealing with difficult people. An FRG Leader Focus Group is held monthly and offers FRG leaders the opportunity to share experiences, concerns, and ideas with their peers. FRG workshops are also offered on a monthly basis, with a different topic each month, to serve as an opportunity for FRG leaders to participate in a continuing education program. Mob/Dep coordinates monthly Rear Detachment Officer/Family Readiness Liaison classes for company and battalion representatives. The Unit Service Coordinator (USC) program provides each battalion with an Army Community Service

representative to assist in the education/coordination of available ACS resources.  
As all ACS programs, Mobilization & Deployment provides pre-deployment briefings to units as they prepare to deploy.

<b>Name:</b> Employment Readiness Program
<b>Address:</b> Leighton Bldg. 14, Giebelstadt AAF Bldg. 609, Larson Barracks Bldg. 12
<b>City:</b> Kitzingen, Giebelstadt, Wuerzburg

<b>Name:</b> Exceptional Family Member Program (EFMP)
<b>Address:</b> Leighton Bldg. 14, Larson Barracks, Giebelstadt Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, Giebelstadt
<b>Phone:</b> Same as ACS Locations numbers
<b>Comments:</b> How can the EFMP Coordinator assist me?  The EFMP Coordinator offers administrative assistance with EFM s in several areas: she helps with enrollments and updates, family travel requests, exceptions to policy, family readiness planning, and transition assistance to new medical and educational providers. The EFMP Coordinator also maintains a Resource Library containing diagnosis-related information, a community resource directory, and research and advocacy organizations.

<b>Name:</b> Family Advocacy Program
<b>Address:</b> Leighton Bldg. 14, Larson Bldg. 12, Giebelstadt Bldg. 609
<b>Comments:</b> The Army Family Advocacy Program contributes to force readiness and deployability by providing a resource for commanders and families. FAP is a comprehensive program to reduce and prevent family violence. FAP also recognizes that prevention is a community responsibility: no single individual, agency, organization or discipline alone can implement an effective and comprehensive program. Family Advocacy assists by providing Education & Awareness and Prevention Services & Programs.  The Family Advocacy Program includes the following: Exceptional Family Member Program New Parent Support Program Command & Unit Briefings Foster Care Support Groups Classes on Numerous Topics such as: Parenting, Stress, & Anger Management, Just to name a few

<b>Name:</b> Installation Volunteer Coordinator Program
<b>Address:</b> Leighton Barracks Bldg 14, Larson Barracks, Giebelstadt AAF Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, & Giebelstadt
<b>Phone:</b> Same as ACS Locations numbers
<b>Comments:</b> For more information about Volunteering see the "Non Paid or Volunteer Opportunities" section.

<b>Name:</b> Relocation Readiness Program
<b>Address:</b> Leighton Bldg 14, Larson Bldg. 12, Giebelstadt AAF, bldg. 609
<b>Phone:</b> Same as ACS Phone numbers
<b>Comments:</b> Come get your Lending Closet Items, SITES Packet, and Welcome packets Here!!! For more information on this program see the Relocation Services Subject section.

Location..... : Leighton Barracks, Bldg. 14  
Telephone..... : DSN 350-7103/CIV 0931-889-7103  
Hours..... : M-F 08:00-17:00

Information and Referral Services include: briefings about ACS, community phone directory, listing of community organizations, information on the community, maps and travel tips.

## Financial Assistance Programs

### Financial Readiness

PCS moves are financially draining for the family. This situation can be made worse when the PCS move is to Germany. To cushion the strain, it is recommended that an emergency cash reserve of at least 3-6 months base pay be saved before you PCS. Pay delays can be expected and the average family lives in a hotel for at least 3 weeks upon arrival. Many normal expenses are much higher in Europe. An example of one expense is car insurance. Many families make the mistake of buying a new car right before PCS'ing to Germany., when they arrive they find out the car insurance payment is more than the car payment. Find out the cost of insurance before you leave home. Word of Advice- don't lease a car if you are moving to Europe!!!

<b>Name:</b> Army Emergency Relief (AER)
<b>Address:</b> Leighton Bldg. 14, Larson Bldg. 12, Giebelstadt Bldg. 609
<b>Phone:</b> Same as ACS Locations
<b>Comments:</b> Emergency Assistance:  Several programs are available for emergency situations. These include but are not limited to: Army Emergency Relief (AER), American Red Cross, Family Assistance Supplement Allowance (FSSA), Woman, Infants, and Children (WIC), and School Lunch Program.

## Information and Referral

Army Community Service

<b>Name:</b> Financial Readiness Program
<b>Address:</b> leighton Bldg. 14, Larson Bldg. 12, Giebelstadt Bldg 609
<b>Phone:</b> Same as ACS Locations
<b>Comments:</b>  <p>The Financial Readiness Program located at Army Community Service, Bldg. 14, Leighton Barracks. Specialists are there to assist families having financial problems. The Financial Readiness team can assist with budget problems, checkbook management, credit management, and more. Call DSN 350-7103 or CIV 0931889-7103 to speak to a financial counselor for more information.</p> <p>Provisions for the Financial Readiness and Consumer Affairs Program are found in AR 608-1. The Financial Readiness Program is designed to provide a comprehensive prevention education program that addresses personal financial readiness, money management and consumer affairs. The program provides mandatory training on a continuing basis on budget counseling, income tax preparation, investment planning, debt liquidation, and checkbook management. These services are designed to assist service members in improving their credit reliability, reduce the levels of indebtedness, and make their money work for them. It is important that families gain and maintain financial stability.</p>

## Emergency Assistance

Emergency Assistance:

Several programs are available for emergency situations. These include but are not limited to: Army Emergency Relief (AER), American Red Cross, Family Assistance Supplement Allowance (FSSA), Woman, Infants, and Children (WIC), and School Lunch Program.

## Family Advocacy

The Family Advocacy Program (FAP) is a program within Army Community Service. FAP was developed to provide for the education, prevention, and intervention of child sexual and physical abuse and neglect and spouse abuse and sexual assault. For additional information refer to Family Centers section.

<b>Name:</b> Family Advocacy Program (FAP)
<b>Address:</b> Leighton Barracks Bldg. 14, Larson barracks Bldg. 12, Giebelstadt AAF Bldg. 609

## Single Member Services

Better Opportunities for Single Servicemembers (BOSS) The members of the BOSS meet the 1st Thursday of each month in the End Zone Club on Larson Barracks, Kitzingen. They explore recreation and leisure activities that add to the quality of life and perform volunteer projects that help to create a better community.

## Support Groups

New Parents Support Program

Locations ..... : Army Community Service, Larson Barracks, Bldg.1, Leighton Barracks, Bldg. 14, and Giebelstadt AAF, Bldg. 609  
Telephone..... : DSN 350-7103, 355-2848, 352-7877  
0931 889 7103, 09321 702 2848, 09334 877 877

Services include Infant Care Classes, Parenting Classes, Playmornings, Support Groups, and Home Visits.

## Morale, Welfare, and Recreation

MWR has a variety of exciting leisure activities available to service members and their families, and DOD civilians. Participation in outdoor recreation, sports, arts and crafts , and so much more is encouraged!

<b>Name:</b> Bowling Centers
<b>Address:</b> Marshall Heights & Giebelstadt
<b>City:</b> Kitzingen & Giebelstadt
<b>Comments:</b> <p>Kitzingen (Marshall Heights) CIV: 09321-21615  Mon-Wed-Fri: 11:00-11:00  Tues &amp; Thurs: Closed  Sat: 11:00-12:00  Sun: 11:00-11:00</p> <p>Giebelstadt AAF CIV: 09334-87224  Bldg 630  Tues, Wed, Thurs: 07:00-10:00  Fri: 07:00-11:00  Sat: 11:00-11:00  Sun: 11:00-10:00</p>

<b>Name:</b> End Zone Sports Bar
<b>Address:</b> Larson Barracks
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-31836
<b>DSN Phone:</b> 355-2609
<b>Comments:</b> Call for hours and weekly events

<b>Name:</b> Golf Course
<b>Address:</b> Larson Barracks
<b>City:</b> Kitzingen
<b>DSN Phone:</b> 09321-4956
<b>Comments:</b> Call for hours and information

<b>Name:</b> Libraries
Larson Barracks Bldg. 100, Leighton Barracks Bldg. 14, Giebelstadt AAF Bldg. 609
<b>City:</b> Wuerzburg, Kitzingen, & Giebelstadt
<b>Comments:</b> Hours of Operation:  Wuerzburg (Leighton): CIV: 0931-889-1740 DSN: 355-1740 Mon-Thurs: 11:00-20:00 Sat-Sun: 11:00-1800 Fri: Closed  Kitzingen (Larson): CIV: 09321-702-433 DSN: 355-2433 Tues, Wed, Fri & Sat: 10:00-18:00 Sun& Mon: Closed  Giebelstadt AAF: CIV: 09334-87-7414 DSN: 352-7414 Mon, Tues, Wed, Fri,: 10:00-18:00 Thurs: 12:00-20:00 Sat & Sun: Closed

<b>Name:</b> MWR Office
<b>Address:</b> Bldg 114, Harvey Barracks
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-305-378
<b>DSN Phone:</b> 355-8378

<b>Name:</b> Outdoor Recreation
<b>Address:</b> Harvey Barracks, Bldg. 132
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-305-629
<b>DSN Phone:</b> 355-8629
<b>Comments:</b> Hours of Operation: Mon-Wed: 10:00-18:00 Thurs-Fri: 12:00-20:00 Sat-Sun: Closed

<b>Name:</b> Physical Fitness Centers
<b>Address:</b> Leighton Barracks Bldg. 14, Larson Barracks Bldg. Harvey Barracks Bldg. 138, Giebelstadt Bldg. 529
<b>City:</b> Kitzingen, Wuerzburg, & Giebelstadt
<b>Comments:</b> Hours of Operation:  Leighton Barracks: CIV: 0931-889-7378/6115 DSN: 350-7378/6115 Mon-Fri: 06:00-20:00 Sat-Sun, Federal Holidays:10:00-18:00  Larson Barracks: CIV: 09321-702-611 DSN: 355-2611 Mon-Fri: 06:00-21:00 Sat-Sun, Federal Holidays: 10:00-18:00  Harvey Barracks: CIV: 09321-305-651 DSN: 355-8651 Mon-Fri: 06:00-21:00 Sat-Sun, Federal Holidays: 10:00-18:00  Giebelstadt AAF: Civ: 09334-877-223 DSN: 352-7223 Mon-Thurs: 06:00-21:00 Fri: 11:00-21:00 Sat-Sun, Federal Holidays: 11:00-16:00

<b>Name:</b> Rod & Gun Club
<b>Address:</b> Harvey Barracks
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-31836
<b>DSN Phone:</b> 355-8629
<b>Comments:</b> Check out the exciting events going on at the Rod & Gun Club including; Shooting Competitions, Vendor/Trade Shows, The new Archery Range, and check out the Pro Shop!

## Chapel Services and Programs

YOUR CHAPLAINS

98th ASG  
 Chaplain 351-1370  
 Chaplain 350-6416  
 Chaplain 351-4475

417th BSB  
 Chaplain 350-1570  
 Chaplain 355-1570  
 Chaplain 355-2955

1st Infantry Division Units  
 Chaplain 350-6654  
 Chaplain 350-6654  
 Chaplain 355-8505  
 Chaplain 355-2514  
 Chaplain 355-8410  
 Chaplain 350-6243  
 Chaplain 355-2928

V Corp Units  
 Chaplain 352-7182  
 Chaplain 352-6124  
 Chaplain 352-7407  
 Chaplain 352-6361  
 Chaplain 355-7407

67th CSH  
 Chaplain 350-2231  
 Chaplain 350-3810

<b>Name:</b> Giebelstadt Chapel
<b>Address:</b> Giebelstadt AAF
<b>City:</b> Giebelstadt
<b>Phone:</b> 09334-877407
<b>DSN Phone:</b> 352-7407
<b>Comments:</b> GIEBELSTADT CHAPEL  CATHOLIC  Choir Rehearsal Sun 1530 Reconciliation Sun 1630-1645 Mass Sun 1700 CWOC Wed 0930  PROTESTANT  Worship Sun 0930 Sunday School Sun 1100 Gospel Worship Sun 1230 PWOC Mon 1830 PWOC Tue 0900 Bible Study Wed 1900 PMOC Breakfast 3rd Sat 0800

<b>Name:</b> Harvey Chapel
<b>Address:</b> Harvey barracks
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-305-209
<b>DSN Phone:</b> 355-8209
<b>Comments:</b> PROTESTANT Sunday School (Bldg. #105) Sun 0930 Children s Church Sun 1100 Worship Sun 1100 PWOC (Larson Chapel,Bldg. #1132)Wed 0900 PMOC 2nd& 4th Sat 0800 COGIC Sunday School Bldg. #105) Sun 1100 COGIC Worship Sun 1230 COGIC WOC 1st Mon 1900 COGIC MOC 2nd Mon 1900 COGIC Bible Study Wed 1900 COGIC Joy Night Fri 1900

<b>Name:</b> Hospital Chapel
<b>Address:</b> Us Army Hospital
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-804-3810
<b>DSN Phone:</b> 350-3810
<b>Comments:</b> PROTESTANT  Protestant Service .. Sun 0900 Korean Service ...Sun 1400 Bible Study (Rm1, NW50) ..Wed 1200 Praise Brunch (Last Wed of month) ..Wed 1130

<b>Name:</b> Larson Chapel
<b>Address:</b> Larson Barracks
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-702-465
<b>DSN Phone:</b> 355-2465/2559
<b>Comments:</b> CATHOLIC  CCD (Larson Chapel, Bldg. #1132) . Sun 0930 Mass Sun 1100 Choir Rehearsal Tue 1800  PROTESTANT  Worship Sun 0930 Children s Church Sun 0930 Sunday School Sun 1030 Spanish Worship Sun 1400 Single Soldier Contemporary Worship Sun 1800 Choir Tue 1900 PWOC Wed 0900 PMOC (Bldg 53) Thu 1600 Spanish Bible Study Thu 1900  SEVENTH DAY ADVENTIST  Worship Sat 1100 Sabbath School Sat 1000  MUSLIM  Muslim (Bldg. #138) Fri 1330 (Harvey Physical Fitness Center/1st Floor)

<b>Name:</b> Leighton Chapel
<b>Address:</b> Leighton Barracks
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-1570
<b>DSN Phone:</b> 350-1570/6705
<b>Comments:</b> LEIGHTON CHAPEL  CATHOLIC  Reconciliation Sun 0830 Mass Sun 0900 CCD (All Ages, Wuerz. Elem.) Sun 1045 CWOC Tue 0900 Weekday Mass Tue 1200 Choir Rehearsal Wed 1800 Youth Choir & Bells Thu 1530  PROTESTANT Sunday School (All Ages, Wuerz. Elem. ) Sun 0915 Worship Sun 1100 PWOC Bible Study Mon 1900, Wed 0900 Choir Rehearsal Wed 1800 PMOC Thu 0600  LUTHERAN Holy Communion Sun 1230  JEWISH Worship Service 2nd & 4th Fri 1830

### Drug and Alcohol

<b>Name:</b> Community Counseling Center (CCC)
<b>Address:</b> Larson Barracks, Bldg. 1 Rm 215
<b>City:</b> Kitzingen
<b>Phone:</b> 09321-702-1710
<b>DSN Phone:</b> 355-1710
<b>Comments:</b> Information on Alcohol Anonymous can be found at the CCC

## Legal Assistance

<b>Name:</b> Legal Assistance Office (Giebelstadt Army Airfield)
<b>Address:</b> Bldg. 609, 3rd Floor
<b>City:</b> Giebelstadt
<b>Phone:</b> DSN 352-7970 CIV 09334 877 970
<b>Comments:</b> Hours of Operation: Mon-Thurs: 0900-1200 1300-1600 Fri: 1300-1500

<b>Name:</b> Legal Assistance Office (Harvey Barracks)
<b>Address:</b> Bldg. 170
<b>City:</b> Kitzingen
<b>Phone:</b> DSN 355-8825/8672 CIV: 09321- 305 8825/8672
<b>Comments:</b> Hours of Operation: Mon, Wed, Fri: 0900-1200 1300-1600 Thurs: 1300-1500

<b>Name:</b> Legal Assistance Office (Leighton Barracks)
<b>Address:</b> Bldg. 47A Rm 203
<b>City:</b> Wurzburg
<b>Phone:</b> DSN 350-7174/6255 CIV: 0931 889 7174/6255
<b>Comments:</b> Hours of Operation: Mon-Fri: 0800-1200 1300-1700

## Child And Teen Services

### Child and Teen Services Overview

All Child Development Services (CDS) programs may be used by children 6 weeks to 12 years old of active duty military and DOD civilians. Programs are offered for 6 weeks through kindergarten at the 3 Child Development Centers (CDC). These included full-day, part-day preschool, and hourly child care. The School Age Services (SAS) program provides services before and after school, during holidays, and the summer. SAS provides children positive individual and group experiences with adults and peers that compliment the school day, through educational and recreational activities, which support the children's needs. The program provides children opportunities to learn more about existing interest and skills.

Children ages 6 to 12 can learn or improve existing skills at the Youth Center. Sports programs include a variety of sports (Contact the Youth Services

Representative for specific sports activities). All Youth Center programs are open to Youth Services members.

The Family Child Care (FCC) program provides developmental care in CDS certified homes. Children between the ages of 4 weeks through 12 years of age are eligible for quarter-based FCC services. Children of active duty military and DOD civilians are eligible for services.

CDS sponsors must ensure that current immunization, CDS registration card, CDS health assessment, CDS child and family profile information, and CDS sponsor/program agreement information are on file for each child or family. There is a waiting list for services. Rates are based on total family income.

Parents may place children on the projected demand waiting list prior to arrival.

Telephone.....: DSN 350-6452 CIV 49-931-889-6452

The youth program is designed to provide activities that promote social and personal development, and enhance morale for the youth of active duty and other eligible I.D. cardholders. This program does not meet child care standards because youths are free to come and go at their will. Single and dual military/working parents are encouraged to enroll their children, who are under the age of 12, in the Child Development Services (CDS) sponsored After School Program, the Family Child Care Program, or make other child care arrangements.

### New Parent Program

ACS has, under the Family Advocacy Program, a New Parent Support Program that offers service, to include in-home after-duty hour visits, for families with children 0-7 years of age. This program offers Play and Moms Groups as well as developmental and parenting classes. The Family Advocacy Program also manages the K.I.N.D. program for families in financial need, the First Steps Program for families with newborns, and the Foster Care Program.

POC.....: Family Advocacy Program/New Parents Support Program

Location.....: Bldg. 14, Leighton Barracks

Telephone.....: 350-7103

### Child Care Programs - on Installation

Child Development Services

POC.....: Supplemental Program and  
Services/Central Registration  
Location.....: Bldg. 12, Larson Barracks  
Telephone.....: DSN 355-2876 CIV 09321-702-  
2876  
Hours.....:  
Comments.....:

#### Family Child Care Providers-FCC

Location.....: Bldg. 12, Larson Barracks  
Telephone.....: DSN 355-2830 CIV 09321-702-  
2830

Family Child Care is in-home care provided by a certified provider occupying government quarters. The FCC Program is dedicated to providing high quality home child care and continuously strives to meet the changing needs of the 417th Base Support Battalion communities. The priority of the FCC program is to ensure a safe and healthy environment for children. FCC hopes to enhance the quality of life for all community members by offering developmental care through initial provider certification and consistent, ongoing, in-service training in various areas of child development.

#### School Age Services (SAS)

##### Three locations:

Name.....: Giebelstadt School Age Services  
Location.....: Bldg. 609, Giebelstadt Army  
Airfield  
Telephone.....: DSN 352-7494 CIV 09334-8-  
7494

Name.....: Leighton School Age Services  
Location.....: Skyline Housing Area, Bldg.  
153, Leighton Barracks  
Telephone.....: DSN 350-6141 CIV 0931-889-  
6141

Name.....: Kitzingen School Age Services  
Location.....: Marshall Heights Housing Area,  
Bldg. 341  
Telephone.....: DSN 355-8647 CIV 09321-  
305-647

School Age Services provides social interaction, personal growth, recreational skills and education opportunities in a structured developmentally appropriate environment for children 6-12 years old when they are not in school and their parents are at work. The program helps reduce the conflict for the

Army Families between parental responsibilities and unit mission requirements.

#### Local Economy

There are no American child care facilities on the German economy. German kindergarten may be utilized by service families, but you need to register very early as many have waiting lists.

#### Things To Do - Clubs and Social

For more than fifty years, the Girls Scouts has had an active program overseas. The Girl Scouts is based on a code of values, expressed in the Promise and Law, that every girl can understand and apply in her everyday lifestyle. Overseas, the Girls Scouts operate under the North Atlantic Girl Scouts (NORAGS), which is an agreement established by the constitution and Bylaws and agreed upon by the military command the the Girl Scouts of the United States of America. Mail: The Girl Scouts, 417th BSB, Unit 26137, ATTN: DCA/YS, APO, AE 09031 Phone: DSN: 350-6141, CIV: 0931-706301

The Boy Scouts is a program for boys ages 11-18. The program teaches outdoor skills and gives boys a unique opportunity for career exploration. Through the Boy Scouts, you will have contact with international troops throughout Europe. Kitzingen Mail: Boy Scouts, Troop #111, C/O Scoutmaster, 67th CSH, Unit 26610, APO, AE 09244, DSN 350-3981/3478, CIV: 0931-804-3981.

There are over 50 special interest clubs available within the community. These are regulated on-post activities. For current information, contact the Directorate of Community Activities, Private Organizations for listings. The ACS outreach program may also be able to assist with listings or further information.

#### Things To Do - Recreation and Sports

The Teen Center offers year-round sports activities for those interested in team and individual sports. We even have sports clinics. We offer two age groups for each sport; Juniors age 13-15 and Seniors age 16-19. The Teen Center maintains a listing of area sports clubs. Most clubs specialize in specific sports, i.e., tennis, soccer, or basketball. The Teen Center also has information on local swimming pools. If you have a question about a specific activity, call your Teen Center.



## Schools

See section on education.

## School Age Care

Youth Services (YS) has now changed to School Age Services (SAS). Those desiring the SAS program must register at central registration located in building 14 on Leighton Barracks, Wuerzburg. You will be able to choose from the following options:

### Option A:

Has been designed for families with working parents. This option is comprised of the already existing before/after school care, plus full day, school closing, and vacation care. The DOD/USAREUR fee schedule is used. This option is also available to other families on a space available basis.

Benefits to children are:

- a. Escorted to and from school.
- b. Major organized sports activity included.
- c. Meals: breakfast, lunch (when required), 1-2 snacks.
- d. Constant accountability of whereabouts.
- e. Escort or responsibility in getting to other involved SAS activities.
- f. Access to all SAS activities (including summer camps).
- g. Contract classes are at additional cost, as are Friday and Saturday night special activities.

### Option B:

If your child is already enrolled in the before/after school program, it will be business as usual with two exceptions: (1) You will no longer be required to pay the additional \$25.00 for major organized sports programs, and (2) you will only be required to pay the before and after-school fee with no extra charge for the summer day camp program.

### Option C:

Designed for those families with one working parent and one parent at home. The cost for this option is \$30.00 per year per family. There is no accountability or escort responsibility provided. Use of the center is restricted to open game room activities, which will be available several times each week. Advance registration and additional fees apply for all other activities, to include Friday night and Saturday special events, contract classes, and sports programs.

If there are any questions and/or concerns call the SAS Representative at DSN: 355-8316 or CIV: 09321-305-316.

## Religious Programs

### CLUB BEYOND

A Ministry for Military Kids

Club Beyond meets weekly at the Middle and High School. Rides home are available. Special events, small groups, and road trips are scheduled every month.

### SCHOOL YEAR

Middle School Club Beyond Meets

Every Friday in the multi-purpose room  
at 3:00 p.m. till 4:30 p.m.

High School Club Beyond Meets

Every Thursday  
at 6:30 p.m. till 8:00 p.m.

Club Beyond Ministry Support Team Meets

The First Tuesday of every month at Leighton Chapel  
at 6:30 p.m. till 8:00 p.m.

For more CLUB BEYOND information contact:

Marty or Liz McCarty  
Phone: DSN: 350-7360  
Civ # 0931-889-7360  
mccarty@freenet.de

<b>Name:</b> Club Beyond
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-7360
<b>DSN Phone:</b> 350-7360

## Special Events

The Teen Center offers special events such as: day trips to other countries, day trips to nearby cities, bike trips, boat rides on the Main River, horse back riding, trading & sports card shows, roller blade parties, and all area dances.

We have a summer program designed to provide a variety of activities for you such as: Summer camp for teens who want to participate in an assortment of fun activities.

## Sponsorship and Support

The 417th BSB has a group of middle and high school students waiting to personally introduce newly arriving teens to our community. The goal of the

Youth Sponsorship Club is to become pen-pals with teen before they arrive to the area. This helps new teens decrease the stress involved in moving and hopefully makes them excited about their new home. Its never fun to be the new kid in town, but by having a youth sponsor, your child will have an opportunity to make friends quickly with students who serve as role models within the community. The Youth Sponsorship Club meets twice a month throughout the school year. We focus on the events and special points of interest within the community and how to welcome a new student in town.

## Youth Employment

### Youth Employment

Teens will be glad to know that they can earn money and valuable job skills while in the 417th BSB. A teen employment program is run every summer with positions inside and outdoors in various job opportunities and focuses. Interested teens should contact the Civilian Personnel Advisory Center on Harvey Barracks in Kitzingen for more information. Training is also available for anyone interested in earning extra cash babysitting. A training program for prospective babysitters is run through the Red Cross on a regular basis. Contact the Red Cross through their offices on Larson or Leighton for training schedules.

## Youth Centers

Teen Centers are available in three communities, Marshall Heights (building T-341), Giebelstadt AAF, and Leighton Barracks.

<b>Name:</b> Teen Center
<b>Address:</b> Leighton Barracks, Building 77
<b>City:</b> Wuerzburg
<b>Phone:</b> 0931-889-6694
<b>FAX:</b> 0931-700973
<b>DSN Phone:</b> 350-6694
<b>Comments:</b> The "Fifth Quarter" is open to teens, ages 13-18 years. The facility includes pool table, foosball table, video game stations, computer room with high speed internet capabilities, recording room, and more. Ongoing activities include: Teen Council, Skateboarding Club, Smart Girls, Web Page Club, Audio/Video Production, Theatre Program, Youth Sponsorship, and more. This place is going on!  Hours: M-Th 1500-2100, F 1500-2300, & Sa 1200-2300

## For Teens Only

The 417th BSB Teen Program has taken a different view to encourage youth involvement. Or programs are designed to attract teens by presenting them with the challenge of going beyond program attendance and participation. Teen programs require youth commitment and responsibility for programs. The teens are encouraged to obtain ownership of programs. Through participating in teen programs, the youth can create opportunities to discover new dimensions in their communities and within themselves.

The Teen Center offers a full game room, dance floor, study lounge, wide screen TV/video, arcade center, snack bar, weight room and computer lab for your enjoyment. Open to all Youth Services members ages 13-19. Other programs offered from the Teen Center are: Community Service Projects, Teen Council, Teen Adventure Programs, and other exciting programs. Teens take ownership and get a positive return on their investment of time, ideas, and commitment.

## Survival Tips For First Termers

### Survival Tips for First Termers Overview

This can be an anxious time for you and your family. The more information you obtain now on the installation and area where you will be stationed will assist in making this transition smoother. See your Relocation Assistance Program at the Family Service

Center to obtain a SITES brochure on the installation you will be PCSing to.

A Newcomers Orientation Program (NOW) is offered 4 days per month for new community members. The program supplies information on the installation and community resources, German culture, how to utilize public transportation, and tours of the surrounding communities. Everyone is welcome and child care is provided for this event ( But still required to pay \$15.00 child registration fee).

### **Before You Move**

1. Contact the Relocation Assistance Program at the Family Center for relocation counseling, base information, specific expenses of living in new area, Auto Map, base video, and lots of other good information.
2. Have spouse contact employment assistance at the Family Center.
3. Request a sponsor from the gaining unit as soon as possible.
4. Family travel must be approved through Personnel channels prior to travel.

Note: If you get married before you PCS, you **MUST** inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedures.

### **After You Arrive**

1. Notify Transportation Office of your arrival.
2. Report to billeting.
3. Meet your sponsor.
4. Go to your Family Center for community information and assistance.
5. Use the lending closet.
6. Attend the Newcomers Orientation.
7. Call your relatives (Mom or Dad).

### **Travel Planning**

Reservations should be made in advance for billeting. Ensure that concurrent travel is approved by the gaining commander (If concurrent travel is not authorized housing and travel will not be reimbursed). Get copies of orders for family with all family members listed.

### **Vehicle Ownership**

Find out rates of insurance on vehicles. Register vehicle on base and get drivers license. See "Must Know" section for registration requirements.

### **Housing and Billeting**

See billeting.

### **Money Matters**

Relocation is expensive. Develop a financial plan with the assistance of the CAFAP counselor at ACS as soon as possible. Anyone with credit card debts needs to be aware of the impact mail delays will cause on daily-rate loans (late fees and higher interest payments). Plan your budget to make more than the minimum monthly payment when you are overseas! Be aware that once overseas, the Soldiers and Sailors Act may assist you on debts (lower interest rates) acquired **BEFORE** you joined the service (not on debts acquired after you joined) - see legal assistance. Payment on the principal of school loans may be deferred with approval by the lender -- **BUT** the interest payments are not deferred. Don't let school loans go into default or you may lose the low (about 5%) rate and have a collection agency seek 13% or more.

Some companies you may have dealt with in the United States exist here **BUT** are licensed under German law; therefore, the interest rate they may charge is not limited like in the US -- **BEWARE**.

German contracts generally have an automatic renewal clause unless you provide written cancellation notice **WITHIN** a **SPECIFIC** time period (such as cell phones).

German and US laws generally allow debt collection even when you return to the US. Clear all German obligations before you PCS to avoid collection agency charges.

See utility section for a discussion on phone rates.

## At A Glance

### Facility/Services Summary

<b>--Officer and Enlisted Population--</b>			
Active Duty Officer	0	Active Duty Warrant Officer	0
Guard Reserve Officer	0	Guard Reserve Warrant Officer	0
Retired (Officer and Enlisted)	0	Foreign Service Officers	0
Active Duty Enlisted	0	Guard Reserve Enlisted	0
Foreign Service Enlisted	0		
<b>--Civilians--</b>			
Civil Service	0	Wage Grade	0
Non-Appropriated Funds	0	Family Members -on and off Installation-	8000
<b>--Family Services--</b>			
Family Centers	1	Teen Centers	1
Child Day Care	1	Family Child Care Certified Homes	0
Total Child Capacity	0	Total Child Capacity	0
Average Waiting List Time -Months-	0		
<b>--Other Services--</b>			
Commissary	3	Exchanges	2
Shoppettes	4	Gas Stations	2
Movie Theaters	3	Banks and Credit Unions	2
McDonalds/Burger King	1	Other i.e. Exchange concessionaires	5

### Housing Summary

<b>--Officer Housing--</b>			
Senior Officer Waiting	1	Senior Officer 3 Bed Room	15
Senior Officer 4 Bed Room	19	Senior Officer Other	0
Company Grade Officer Waiting	7	Company Grade Officer 2 Bed Room	4
Company Grade Officer 3 Bed Room	20	Company Grade Officer 4 Bed Room	7
Company Grade Officer Other	0	BOQ	14
<b>--Enlisted Housing--</b>			
Senior Enlisted Waiting	18	Senior Enlisted 3 Bed Room	69
Senior Enlisted 4 Bed Room	14	Senior Enlisted Other	0
Enlisted Waiting	185	Enlisted 2 Bed Room	429
Enlisted 3 Bed Room	287	Enlisted Other	0
BEQ	78	Transient Lodging Facilities	1

### Education Summary

<i>Name</i>	<i>Numbers</i>
Elementary School	1
Jr High/Middle School	1
High School	1

## Local Community Summary

<i>Type of Housing</i>	<i>Avg.</i>	<i>Low</i>	<i>High</i>
Apartment Rent	700	575	800
House Rent	1250	1100	1500
House Price - Single Family	0	0	0
Townhouse/Condominium Price	0	0	0

## Medical and Dental Summary

<i>--Medical Facilities--</i>					
Medical Treatment Facilities	Y	Number of Beds	0	Medical Clinic	1
Alcohol	Y	Allergy	Y	Audiology	Y
Cardiology	N	Coronary care	N	Dermatology	Y
Dietary	Y	Emergency room	Y	Endocrinology	N
Family Practice	Y	General surgery	Y	Gynecology	Y
HIV Unit	Y	Hematology	N	Immunization	Y
Infect Disease	Y	Intensive Care	Y	Laboratory	Y
Mental Health	Y	Neonatal Intensive Care Unit	N	Nuclear Medicine	Y
Nephrology	N	Neurology	N	Neurosurgery	Y
Obstetrics	Y	Oncology	N	Ophthalmology	Y
Optometry	Y	Orthopedics	Y	Otolaryngology	N
Pathology	Y	Pediatrics	Y	Physical Therapy	Y
Podiatry	Y	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	Y		
<i>--Dental Facilities--</i>					
Dental Clinics	2	Adolescent	Y	Endodontics	Y
General Dentistry	Y	Oral Surgery	Y	Orthodontics	Y
Pedodontist	Y	Periodontics	Y		

## Relocation and Support Services Summary

<i>--Military Clubs--</i>			
Officers Club	1	Non-Commissioned Officers Club	1
Enlisted Club	1		
<i>--Recreation--</i>			
Arts and Crafts	0	Automobile Hobby Centers	0
Bowling Centers	0	Recreational Centers	0
Libraries	1	Music and Theater Locations	1
<i>--Physical Fitness/Sports--</i>			
9 Hole Golf Courses	0	18 Hole Golf Courses	0
Gyms/Physical Fitness Centers	1	Jogging Paths	1
Tennis Clubs/Courts	2	Tennis Courts - Lighted	0
Swimming Pools - Public	0		
<i>--Nature/Outdoor Activities--</i>			
Outdoor Recreation Centers	0	Campgrounds	0
Fishing Areas	0	Horse Stables	0

## **APPENDIX**

### **Disclaimer**

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